The Baptist College of Florida

est. 1943

“Changing the World Through the Unchanging Word®”

2011-2012 College Catalog

Love the Lord your God with all your heart, with all your soul, and with all your mind.

- Matthew 22:37

baptistcollege.edu | 800.328.2660 x460 | 5400 College Dr. | Graceville, FL 32440
Catalog Page 22 Right of Student Appeal and Complaint

Students at BCF have the right of appeal and right to file a complaint. Should a student feel that a decision by a faculty member, faculty committee, or administrative officer is unfair, he/she may request in writing of the officer issuing the decision a hearing with the immediate supervisor of that teacher, administrator, or committee with both parties present. Should this meeting prove unsatisfactory, the student may follow further procedures of appeal or complaint as outlined in the Student Handbook, section 3.8, page 29.

The information provided below is added here as a convenience for the student seeking additional complaint filing information during the 2011-2012 school year. The Addendum to the Student Handbook printed below will also be distributed by the Student Services Office during 2011-2012 and included in the 2012-2013 Student Handbook.

Addendum to Student Handbook

3.8 Filing a Complaint Against BCF

While BCF expects individuals to attempt to resolve problems in a Biblical manner, any student may make a complaint against BCF. The College will neither entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent through facsimile transmission. In addition, the college will not act on complaints submitted on behalf of another individual or complaints forwarded to the institution.

A formal complaint is one that is:
1. Submitted in writing describing the complaint in the clearest possible terms.
2. Signed and dated
3. Sent to the attention of the Dean of Students

Once the formal written complaint is submitted, the Dean of Students will have 10 working days to acknowledge receipt of the complaint and 30 working days to address the complaint with complainant. If the complainant is not satisfied with the Dean of Students response he/she will have 5 working days to submit in writing an appeal to the Senior Vice President. The Senior Vice President’s decision is final unless the President chooses to review the matter.

Appeal to Commission on Colleges, Southern Association of Colleges and Schools

The Baptist College of Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The Commission is to be contacted if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard. Procedures have been established to provide a mechanism for the Commission to consider complaints that address significant violations of the Commission’s standards. Any person who has information that they feel should come to the attention of the Commission may submit a complaint in writing to the Commission on Colleges at:

1866 Southern Lane
Decatur, Georgia 30033-4097
or call (404) 679-4500.

The Commission has a form at their website at sacscoc.org/pdf/081705/complaintpolicy.pdf. In addition to completing the form, the complaint should state the nature of the complaint, then briefly describe the details of the complaint in the clearest possible language and indicate how the institution has violated specific provisions of the Principles of Accreditation. The complainant should then describe the steps taken to exhaust the institution’s grievance process, which is described in section 3.8 of the Student Handbook, describe the action taken by the institution to date, and provide a copy of the institution’s response to the complainant as a result of the prescribed procedures.
Additionally, The Baptist College of Florida is licensed by the Commission for Independent Education, Florida Department of Education. If an individual has exhausted the College’s grievance process and wishes to file a complaint against this institution, they may write a letter or email containing the name of the student or complainant, as well as a current address and phone number, along with the name of the institution, the location of the institution (city), dates of attendance, and a full description of the problem and any other documentation that will support your claim, such as enrollment agreements, correspondence, etc. You may then send the letter to:

Commission on Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400,

or email: amy.lefstead@fldoe.org
or fax: (850) 245-3238
2011-2012 CATALOG
The Sixty-Ninth Session

The information contained in this catalog was accurate at the time of publication. However, whenever necessary, the trustees, administrators, and faculty of The Baptist College of Florida reserve the right to make changes in regulations and policies. In the event of such changes, notice will be given.

DIRECTIONS FOR CORRESPONDENCE
Administration, Denominational Matters, Chapel Speakers, Church Relations.................................................................................................. President
Admissions, Public Relations................................................................................................................................................................. Director of Marketing
Alumni Affairs, Development (Wills, Trusts, Donations, Other Gifts) .............................................................................................. Vice President for Development
Faculty Matters.................................................................................................................................................................................................. Dean of the Faculty
Financial Aid............................................................................................................................................................................................ Director of Financial Aid
Housing........................................................................................................................................................................................................... Dean of Students
Ministry Referral...................................................................................................................................................................................... Office of Development
Music................................................................................................................................................................................................. Chair, Music & Worship Division
Online Education...................................................................................................................................................................................... Director of Distance Learning
School Expense, Payment on Accounts.................................................................................................................................................. Office of Business Affairs
Student Records .................................................................................................................................................................................... Registrar

OFFICE HOURS
College offices normally are open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Anyone wishing to see a member of the administrative staff at any other time should write or phone for an appointment. Please note that the college is in the Central Time Zone.

NON-DISCRIMINATION POLICY
In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, The Baptist College of Florida does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities; admissions policies; or employment. Under federal law, the college may discriminate on the basis of religion in order to fulfill its purposes. Inquiries or complaints should be directed to R.C. Hammack, Senior Vice President at (850) 263-3261 ext. 431.

“CHANGING THE WORLD THROUGH THE UNCHANGING WORD®”

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An accredited Institutional member of the National Association of Schools of Music
11250 Roger Bacon Drive, Suite 21,
Reston, VA 20190, (703) 437-0700

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400,
Toll-free telephone number (888) 224-6684

Membership in:
• The National Association of Independent Colleges and Universities
• International Association of Baptist Colleges and Universities
• Association of Christian Schools International
• National Christian College Athletic Association

DIRECTIONS
From Dothan on 231 South, turn at Hwy 109S - 13 miles. From Tallahassee on I-10, take exit 120 at Chipley - 15 miles on Hwy 77N.

5400 COLLEGE DRIVE | GRACEVILLE, FLORIDA 32440-1898
FAX (850) 263-7506 | mail@baptistcollege.edu
2011-2012 BCF ACADEMIC CALENDAR

FALL SEMESTER 2011

Last day to check in residence hall-new students 08/10/11
Last day to check in residence hall-returning students 08/12/11
Late registration-returning students 08/08-10/11
Welcome Activities and Registration-new students 08/11-12/11
Class work begins 08/15/11
Last day to drop or add courses 08/21/11
Labor day recess 09/05/11
Last day to remove incomplete grades 09/09/11
Last day to appeal grade of previous semester 09/09/11
Observeance of U.S. Constitution Day 09/16/11
Deadline for application for fall graduation 09/16/11
Last day to drop courses without failing grade 10/07/11
Spring/J-term Senior/Graduates advising and registration 10/10-14/11
Spring/J-term Junior advising and registration 10/17-21/11
Spring/J-term Sophomore advising and registration 10/24-28/11
Spring/J-term Freshman and Non-Degree advising and registration 10/31-11/04/11
Preview Day 11/04/11
Deadline for applying for direct study 11/11/11
CAAP Test 11/07-08, 14-15/11
Thanksgiving recess 11/21-25/11
Semester examinations 12/05-08/11
Fall semester graduation 12/09/11
Last day to move out of residence hall 12/16/11

JANUARY TERM 2012

Administrative offices reopen 01/02/12
Registration-all students 01/02/12
January Session 01/02-13/12

SPRING SEMESTER 2012

Last day to check in residence hall-new students 01/11/12
Last day to check in residence hall-returning students 01/13/12
Late registration-returning students 01/09-11/12
Welcome Activities and Registration-new students 01/12-13/12
Class work begins 01/16/12
Last day to drop or add courses 01/22/12
Last day to remove incomplete grades 02/10/12
Last day to appeal grade of previous semester 02/10/12
Deadline for application for spring graduation 02/17/12
Last day to drop courses without failing grade 03/09/12
Spring Holidays 03/26-30/12
Fall/Spring Senior/Graduates advising and registration 04/02-06/12
Fall/Spring Junior advising and registration 04/09-13/12
CAAP Test 04/02-03, 09-10/12
Fall/Spring Sophomore advising and registration 04/16-20/12

Fall/Spring Freshman and Non-Degree advising and registration 04/23-27/12
Deadline for applying for direct study 05/04/12
Semester examinations 05/07-10/12
Spring semester graduation 05/11/12
Last day to move out of residence hall 05/11/12

FIRST SUMMER SESSION 2012

Last day to check into residence hall 05/14/12
Registration - all students 05/14/12
Class work begins 05/14/12
Last day to drop or add course 05/14/12
Last day to drop course without failing grade (2 hour) 05/18/12
Last day to drop course without failing grade (3 hour) 05/23/12
First session ends 06/01/12
Last day to move out of residence hall 06/01/12

SECOND SUMMER SESSION 2012

Last day to check in residence hall 06/04/12
Registration - all students 06/04/12
Class work begins 06/04/12
Last day to drop or add course 06/04/12
Last day to drop course without failing grade (2 hour) 06/08/12
Last day to drop course without failing grade (3 hour) 06/13/12
Second session ends 06/22/12
Last day to move out of residence hall 06/22/12

THIRD SUMMER SESSION 2012

Last day to check in residence hall 06/25/12
Registration - all students 06/25/12
Class work begins 06/25/12
Last day to drop or add course 06/25/12
Last day to drop course without failing grade (2 hour) 06/29/12
July 4th recess 07/04/12
Last day to drop course without failing grade (3 hour) 07/05/12
Third session ends 07/13/12
Last day to move out of residence hall 07/13/12

ALL SUMMER SESSION 2012

Registration-all students 05/14/12
Class work begins 05/14/12
Last day to drop or add course 05/20/12
Last day to drop without a failing grade 06/29/12
July 4th recess 07/04/12
All summer session ends 08/03/12
Last day to move out residence hall 08/03/12
Overview

ABOUT THIS CATALOG

Welcome to The Baptist College of Florida! You can be sure that we, the faculty, staff and administration, are dedicated to supporting you in every way possible as you pursue your education.

If this is your first experience with college you may come across terms that are unclear as you review this catalog, such as those terms related to academic requirements. For that reason, we have included a glossary on page 60. Whenever you see a term that puzzles you, please refer to this section.

For students of BCF, the catalog is a guide concerning college policies, regulations, and requirements. In particular, it communicates academic regulations, requirements, curricula, and courses. Like all colleges and universities, BCF has determined specific criteria that students must meet in order to earn degrees. In this publication, you will find these criteria spelled out.

Although you are responsible for understanding and complying with the requirements related to your program of study, the college’s academic advisors will be glad to assist you in planning an academic program that will lead to graduation and the degree of your choice.

Here you will also find full details about college expenses and financial aid, as well as the annual calendar, a resource directory, and other important information. This catalog is a useful resource. We suggest you keep it handy and refer to it often as you continue to equip yourself for the ministry to which God has called you.

MISSION

The Baptist College of Florida shall operate within the confines of a Christian worldview to promote, provide for, operate and control a program of education and training for Christian leaders through awarding certificates and associate, baccalaureate and graduate degrees in a coeducational post secondary setting.

To fulfill its mission, the college seeks to develop those qualities in students that contribute to effective ministry. In the area of personal growth, we seek to foster a desire for knowledge; develop cultural awareness by introducing students to a wide range of knowledge; nurture the ability to acquire, evaluate, assimilate, and use information; and promote personal and social maturity. For spiritual growth, we provide the resources for gaining biblical and religious data; we also assist students in learning and living the Christian life. In terms of professional growth, students are enabled to gain the credentials that enhance opportunities for ministry, and they learn to master a specialized body of knowledge. At the same time, we encourage positive attitudes toward ministry and foster both an awareness of and a loyalty to the Southern Baptist heritage.

HISTORY

In the early 1940’s, a group of concerned pastors joined together with a common burden and vision. Their burden was to help those pastors and other church leaders who did not have college degrees but who needed seminary-type training. Their vision was to establish a school that would provide a mixture of Bible and general education courses for these God-called men and women. The result, in 1943, was the founding of Florida Baptist Institute in Lakeland, Florida. Two years later the name was changed to Baptist Bible Institute (BBI).

In 1953, BBI leaders moved the school to Graceville, Florida, and in 1957 the Florida Baptist State Convention assumed ownership and control. Over the years, the college’s leaders have continued to expand and strengthen academic resources.

Throughout its history, the college has never lost sight of its original target group—those men and women, frequently called later in life, who seek college training that leads directly to Christian ministry. To ensure them acceptable credentials in the churches and to broaden the base of study, the baccalaureate degree program was added in 1976. Associate degrees were added in 1988. By then the school had long surpassed its earlier academic composition and the name of the institution was changed in 1988 to Florida Baptist Theological College. Growth has continued in all areas of the college with the addition of numerous degree programs, areas of study and delivery systems. Therefore, as a more accurate reflection of the college’s academic character, the name of the institution was changed in 2000 to The Baptist College of Florida.

ACCREDITATIONS AND MEMBERSHIPS

The Baptist College of Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates and associate, baccalaureate and graduate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The Baptist College of Florida.

BCF is an accredited institutional member of the National Association of Schools of Music. BCF holds membership in the International Association of Baptist Colleges and Universities. The college also holds membership in the National Association of Independent Colleges and Universities, the Association of Christian Schools International and the National Christian College Athletic Association. BCF is approved by the United States Immigration and Naturalization Service to train non-immigrant students and is also approved to train veterans.

DOCTRINAL STATEMENT

I

The Bible is the divinely inspired and revealed Word of God.

II

God is the Holy Trinity: God the Father, God the Son, God the Holy Spirit.

III

Jesus is the Christ, the eternal Son of the living God, the Savior of men, born of a virgin, equal with the Father in every divine perfection, and the Lord of every Christian. The Lord Jesus Christ died on the cross, was buried, rose again the third day, and ascended to the right hand of God the Father, where he now sits in heaven as our Mediator. The return of the Lord Jesus Christ will be visible and personal. He has taught us to live in readiness to meet Him.

IV

The Holy Spirit is a person, equal with the Father and the Son in every divine perfection, who convicts of sin, regenerates, enlightens, endues for service, comforts, and guides believers.

V

All have sinned, and therefore, are in need of salvation.

VI

Salvation is by grace alone, is free to all who, through repentance and faith, surrender to the Lord Jesus Christ. All who have been born again are eternally secure and will persevere to the end.
Salvation precedes Scriptural baptism and church membership. Christ personally instituted the church, which He commissioned to make disciples of all nations, to baptize believers, and to teach them to do all things that He had commanded. There are only two Scriptural ordinances: believer’s baptism and the Lord’s Supper.

There are only two classes in God’s sight: saved and lost. The saved shall live eternally in conscious blessedness in heaven; the unsaved in conscious punishment in hell forever.

We hold these distinctive Baptist principles: “the absolute Lordship of Christ,” “the supreme authority of the Holy Scriptures,” “the competency of the individual soul,” “the necessity of regeneration for church membership,” “the complete separation of church and state,” and “the autonomy of the local church.”

**BIBLICAL WORLDVIEW**

The Baptist College of Florida espouses the worldview set forth in Scripture. This position is reflected throughout both the curriculum and extra-curricular activities of the college. Every person taking a degree graduates with a minimum of 18 semester hours of Biblical/Theological foundation. All courses are taught from the perspective of the biblical worldview as opposed to the perspective of other worldviews such as postmodernism, existentialism, deism, and naturalism. Furthermore, a number of courses are significant requirements in some degree programs and electives in others for those individuals who may desire more depth in worldview studies. A sampling of such courses includes the following: PHI 101. Introduction to Christian Worldview; PHI 301. Problems in Philosophy; PHI 402. Contemporary Ethical Issues; TH 301, TH 302. Christian Doctrine; TH 403. Apologetics; MI 404 World Religions; OT 301. The Doctrine of Creation.

### FACULTY

Compared with other educational institutions of this type, the college’s highly qualified faculty is second to none in credentials, commitment, and experience. All of the full-time faculty are Southern Baptists. Eighty percent of the college’s professors hold doctorates. Each one gained significant practical experience in a church-related ministry before joining the faculty.

### CAMPUS AND FACILITIES

The college occupies a beautiful, approximately 250-acre campus in Graceville, a town located in the Florida panhandle. All campus buildings are grouped together and are within a five minute walk of each other. Students with disabilities have easy access to campus facilities.

**Administration Building**

Completed in December of 2008, the Administration Building houses senior administration on the upper floor, including the President, Vice-Presidents, and Comptroller. The Business Office and the Financial Aid Office can be found on the lower floor.

**Assembly Center**

Constructed in 1998, this facility offers 27,000 square feet of floor space in two stories. The Assembly Center contains four classrooms, showers and dressing rooms, a basketball court, exercise rooms, and the Music and Worship Division. The basketball court doubles as an assembly area featuring a portable stage and a seating capacity of 1100.

**Pod Residence Hall**

Built in 2007, the Pod residence hall houses 10 residents.

**Napier Hall**

Built in 1999, this residence hall holds up to 45 residents and is named in honor of Joe Napier, long-time supporter and friend of the college.

**Lakeside Hall**

This residence hall was completed and first occupied fall semester 1994. It holds up to 31 residents.

**East Lake Residence Hall**

Formerly the President’s residence, this facility houses eighteen residents.

**Prayer Chapel**

Completed in 2008, the Prayer Chapel is set off the rear of the R.G. Lee Chapel. Built with a gift from First Baptist Church of Panama City, the chapel is open from 6am to 12am for prayer.

**Graceville Hall**

This facility was built in 1964 and houses faculty offices as well as Marketing, Admissions, Registrar, Student Services, Information Technology, and the Writing Lab.

**Heritage Village**

Established in 1995, the village is made up of homes, churches, schools and community buildings from the mid-nineteenth to early twentieth century. Heritage Village provides a venue for training twenty-first century ministers in buildings representing a century of godly heritage.

**Brackin-Chandler Hall**

Built in 1985, this residence hall is named for two Dothan Baptist business men, Carl Brackin and Dan Chandler, who are consistent financial supporters of the college. The center houses the Information Technology Laboratory with 21 computers and high speed internet.

**East Lake Residence Hall**

Formerly the President’s residence, this facility houses eight residents.

**Pod Residence Hall**

Built in 2007, the Pod residence hall houses 10 residents.
Admissions

Admission Requirements

The Baptist College of Florida welcomes deeply dedicated Christians regardless of age, sex, race, or national origin. However, the college reserves the right to restrict or deny admission to any applicant for reasons determined to be in the best interest of the school by the officers thereof. This reserved right will be administered in a manner consistent with state and federal non-discrimination laws.

As the following criterion indicates, The Baptist College of Florida practices a comprehensive approach in admission policy. All criteria will be considered by the admissions committee in determining each applicant's admission to the college.

Application for Admission

Submitting the application form and application fee is the first step for entrance to The Baptist College of Florida. The application can be downloaded or completed online at www.baptistcollege.edu/admissions. The application can also be requested by emailing the Office of Admissions at admissions@baptistcollege.edu, by calling (800) 328-2660 ext. 460, or by writing the Office of Admissions at 5400 College Drive, Graceville, FL 32440.

Once all information is received, the applicant’s file will go before the admissions committee for approval. The Office of Admissions will inform the applicant of the admissions committee’s action. If an applicant fails to register for classes within one year of approval, he/she will be required to reapply or supply updated information. The college reserves the right to perform a background check and/or credit check on any and all applicants. All applicants are encouraged to call the Office of Admissions at any time if they have any questions. All forms used for the admissions process can be found on the college web site at www.baptistcollege.edu/admissions.

Degree Seeking Applicants

Regular Admission

1. Will have been a Christian with active participation in a local church for at least one year.
2. Will provide affirmation of faith and service.
3. Will be recommended by a local Christian church.
4. Will submit a personal recommendation.
5. Will be of strong moral character.
6. Will not use tobacco, recreational narcotics, alcohol or any other intoxicants in any form or amount.
7. Will be emotionally and socially capable of adjusting to college life.
8. Will show evidence of responsibility in personal money management.
9. Will submit descriptions of satisfactory resolution of any and all divorces and remarriages.
10. Will submit proof of immunizations for measles and rubella as indicated by Rule 6C-6.001(5) Florida Administrative Code before acceptance into BCF. All students are required to submit a BCF Immunization form documenting meningococcal meningitis and Hepatitis B, or a signed waiver stating information on both diseases has been read and the student declines receipt of each vaccine.
11. Will possess a high school diploma or the equivalent General Education Diploma (GED). Official academic transcripts and GED certificates with scores and date of completion or graduation must...
be sent from their points of origin directly to the Office of Admissions.

12. Will submit official transcripts from any and all institutions of higher education attended. Transfer students who have an Associate of Arts degree from a regionally accredited college or university may be able to submit an official college transcript in lieu of the high school transcript requirement (see also Transfer of Credit from Other Institutions).

13. Will meet the following ACT/SAT requirements:
   a. First-time freshmen who have earned a high school diploma or its equivalent are required to submit official ACT or SAT scores.
   b. Transfer students who have earned at least 24 semester hours of college credit may be exempt from the ACT/SAT requirement.
   c. Students failing to submit these scores as required, may be provisionally admitted at the discretion of the admissions committee for one semester only. Students who fail to submit the required test scores will not be permitted to register for subsequent semesters.

14. Home Schooled Students, in addition to all other requirements, must present a minimum 2.5 GPA on a 4.0 scale on a home school transcript and give evidence of having earned a minimum of 20 units, with at least 14 units from the fields of English (4), math (4), social sciences (3) and natural sciences (3).

15. May be conditionally admitted at the discretion of the admissions committee. Conditional admission will apply to degree seeking applicants whose credentials warrant concern about their ability to complete a degree program at The Baptist College of Florida. Conditionally admitted applicants may gain regular admission to the college by demonstrating their ability to do college work during the first two regular semesters. Under no circumstances will students remain on conditional admission beyond one year. Failure to earn the minimum grade point average for unconditional retention by the end of the second regular semester will result in permanent suspension from the college.

Important Note: Degree Seeking Applicants must submit all official documents by the end of the Drop/Add date. Applicants not meeting requirements for regular admission prior to the Drop/Add date may be admitted as a non-degree seeking student only. Refer to “Non-Degree Seeking Applicants” section.

SPECIAL APPLICANTS

Non-Degree (ND)
1. ND students must submit a completed application with affirmation of faith and service.
2. ND students will be recommended by a local Christian church.
3. ND students will not use tobacco, recreational narcotics, alcohol or any other intoxicants in any form or amount.
4. ND students will submit proof of immunizations.
5. Official high school diplomas or equivalents are required. Official transcripts must be sent directly from their points of origin to the Office of Admissions.
6. ND students lacking the appropriate transcript can be provisionally admitted for one semester only. Students who fail to submit the required transcripts will not be permitted to register for subsequent semesters.
7. ND students may not enroll in any courses in which placement is governed by the level of proficiency revealed in placement testing.
8. No limit is placed on the number of courses a ND student may take, but no more than twenty-four semester hours can be applied toward a degree at BCF.
9. ND students are not eligible for financial aid.
10. ND students who wish to become degree-seeking are required to meet all requirements for regular admission.

11. No documents received after Drop/Add will be accepted for the current term; these documents will be placed in the student’s admission file and updated for the next term.

Auditors (AU)
1. Auditors follow the same application process as ND students.
2. Auditors pay 50% tuition plus the required fees.
3. Auditors attend classes but do not take any examinations.
4. Auditors do not receive college credit.
5. Audited courses do not apply toward eligibility to receive government sponsored financial aid, including veterans’ educational benefits.

Certificate Admission Requirements
1. Certificate students must submit a completed application with affirmation of faith and service.
2. Certificate students’ official high school diploma or equivalent is required. Official transcript must be sent directly from point of origin to the Office of Admissions.
3. Certificate students lacking the appropriate transcript can be provisionally admitted for one-semester only. Certificate students who fail to submit the required transcript will not be permitted to register for subsequent semesters as a Certificate seeking student.
4. No limit is placed on the number of courses a Certificate student may take, but no more than sixteen semester hours can be applied toward a degree at BCF.
5. Certificate students who wish to become degree-seeking are required to meet all requirements for regular admission.

READMISSION

Graduates and former students who do not attend for two or more regular (fall or spring) semesters must reapply by submitting to the Office of Admissions (1) an application for re-admission, (2) a current church and pastor recommendation, (3) proof of immunizations and (4) any transcripts from any institutions of higher education attended since leaving BCF. Those re-entering after a year’s absence (two regular semesters) are required to graduate under the new catalog in force at the time of re-enrollment.

INTERNATIONAL STUDENTS

How To Apply
All admissions correspondence such as applications, academic records, financial documents, examination results, and translations must be addressed to the Office of Admissions, The Baptist College of Florida, 5400 College Drive, Graceville, Florida 32440, USA. All correspondence should include the applicant’s return mailing address and email address.

When To Apply
Since the admissions process for international students is time consuming, the Office of Admissions recommends that an applicant outside the U.S. apply to BCF six to nine months before the desired date of entrance. This will allow enough time for the exchange of correspondence, evaluation of all necessary documents, and the settling of financial and immigration matters.

Admission Requirements
The international application process is designed for all non-U.S. citizens. To be considered for admission, all international applicants must meet the same admission requirements as all degree-seeking students as described on page 7.

Application Materials Required
1. Application: An application accompanied by an application fee of $25 payable in U.S. currency (check or money order).
2. Recommendation Forms: The Church and Pastor Recommendation (completed by the appropriate church official and approved by the church where the applicant is a member) and one Personal Recommendation for Admission form must accompany the application for admission.

3. Academic Records: A complete, official transcript (academic record) of all secondary school studies, and official results of all state and/or national examinations taken. A complete official transcript of all studies in every institution of higher education attended beyond the secondary school level. This record must list all examination grades, degrees, and certificates held by the applicant. NOTE: An evaluation form from World Education Services, Inc., may be found online at www.wes.org or can be provided by the Admissions Office if requested. The student is responsible for requesting an evaluation of any foreign credentials from WES, Inc. Applications to BCF will not be processed without proper translation of foreign transcripts.

4. English Proficiency: Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and score satisfactorily. Applicants must have a composite score of 500 with 55 on the listening portion. The test results must be forwarded to The Baptist College of Florida. Information regarding the TOEFL is available from any American Consulate as well as from: TOEFL, Educational Testing Service, Box 899, Princeton, NJ 08541 U.S.A. Scoring Level 6 on the ASPECT University Placement Service test will be accepted in lieu of the TOEFL test.

5. Financial Statement: Certified original affidavit by parents, relatives, government, private organization, or a combination indicating their commitment to financially support the applicant must be forwarded to the college. Proof of the available funds must accompany this statement.

6. Photographs: Two photographs taken within six months prior to filing the application must be included.

7. Tuition: Tuition and fees for international students are charged at the same rate as those charged to all other students.

8. Immunization Requirements: In addition to the regular immunization requirements international students are required to submit PPD skin test and results for Tuberculosis less than one year old from the time of application.

9. Full-Time Enrollment: While attending the college, international students are required to be enrolled full-time. The student must remain in good standing and make satisfactory progress toward the declared degree objective. Full-time enrollment is defined as enrollment in a minimum of 12 semester hours each regular semester.

10. Tuition and Fee Deposits: International students are required to place a deposit with the college. Currently the deposit is $6,000.00 U.S. dollars. This deposit must be made before the college will issue an I-20 Certificate of Eligibility to the student.

11. Campus Studies: International students may take courses at the Graceville or Orlando campuses only.

12. Online Studies: (a) International students attending the Graceville or Orlando Campus may take online courses, however an international student must take at least 9 hours in the classroom per term to maintain their F-1 status. (b) International students may take courses and seek a degree online only from their country of origin. Such students must meet the necessary English language requirements and all regular admissions requirements.

**Notification of Application Status**

Notice of the admissions committee's decision is sent as soon as possible after all required information has been received and evaluated. Applicants will be notified by mail if additional documents are needed. The I-20 Certificate of Eligibility is mailed to the student when all admission requirements are met. Students wishing to postpone their arrival to a later semester must notify the Office of Admissions in writing. The College will issue a new I-20 for the desired semester only after the student has returned the original form that is no longer valid.

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**TRANSFER OF CREDIT FROM OTHER INSTITUTIONS**

**Advanced Placement Credit**

Concerning Advanced Placement Courses, the college will adhere to The College Board guidelines and may award credit for courses applicable to the student's degree program when a grade of 3, 4, or 5 has been earned on the AP examination. AP Credit will be awarded for the following courses:

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>Min. Grade</th>
<th>BCF Course</th>
<th>Hrs. Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3</td>
<td>HUM 101</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>SCI 201</td>
<td>3</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>Sci. Elective</td>
<td>3</td>
</tr>
<tr>
<td>Economics: Macro</td>
<td>3</td>
<td>BUS 315</td>
<td>3</td>
</tr>
<tr>
<td>Economics: Micro</td>
<td>3</td>
<td>BUS 315</td>
<td>3</td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>3</td>
<td>ENG 151/152</td>
<td>6</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>3</td>
<td>ENG 223</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3</td>
<td>Sci. Elective</td>
<td>3</td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
<td>HI 211/212</td>
<td>6</td>
</tr>
<tr>
<td>French Language</td>
<td>3</td>
<td>Language req.</td>
<td>6</td>
</tr>
<tr>
<td>German Language</td>
<td>3</td>
<td>Language req.</td>
<td>6</td>
</tr>
<tr>
<td>Government &amp; Politics</td>
<td>3</td>
<td>HI 225</td>
<td>3</td>
</tr>
<tr>
<td>United States</td>
<td>3</td>
<td>HI 223</td>
<td>3</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3</td>
<td>MT 101/102</td>
<td>3/6</td>
</tr>
<tr>
<td>Physics B</td>
<td>3</td>
<td>SCI 201</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>PSY 201</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3</td>
<td>Language req.</td>
<td>6</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>STA 300</td>
<td>3</td>
</tr>
<tr>
<td>Studio Art: Drawing</td>
<td>3</td>
<td>HUM 102</td>
<td>3</td>
</tr>
<tr>
<td>U.S. History</td>
<td>3</td>
<td>HI 223/224</td>
<td>6</td>
</tr>
</tbody>
</table>

**CLEP Credit**

A maximum of fifteen hours of College Level Examination Program (CLEP) credit may be awarded. Official CLEP scores must be submitted before a student's completion of the 60th hour of credit (including credit from all colleges previously attended).

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>Min. Score</th>
<th>BCF Course</th>
<th># of Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Composition</td>
<td>50</td>
<td>ENG 151/152</td>
<td>6</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>ENG 222</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENG 223</td>
<td>3</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>HI 225</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States I</td>
<td>50</td>
<td>HI 223</td>
<td>3</td>
</tr>
<tr>
<td>Early Colonization to 1877</td>
<td>50</td>
<td>HI 224</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States II</td>
<td>50</td>
<td>HI 224</td>
<td>3</td>
</tr>
<tr>
<td>1865 to the Present</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>PSY 307</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>HUM 101</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Educational</td>
<td>50</td>
<td>PSY 310</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Economics:</td>
<td>50</td>
<td>BUS 315</td>
<td>3</td>
</tr>
<tr>
<td>(Macro/Micro)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>50</td>
<td>PSY 201</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>50</td>
<td>SOC 201</td>
<td>3</td>
</tr>
</tbody>
</table>
Transfer Credit

1. Official transcripts from all colleges previously attended must be sent from their points of origin directly to the Office of Admissions.
2. Transfer applicants currently on academic suspension from another college will not be considered until a full semester lapses since the suspension. Such applicants may then be admitted on academic probation and will have to maintain the standard for academic progress given elsewhere in this catalog or face permanent suspension from the college.
3. Transfer applicants currently on academic probation with another college may be admitted on conditional status but will have to maintain the college’s standard for academic progress or face academic suspension.
4. No course with a grade below “C” will transfer, and no course can be transferred from another institution unless it corresponds or matches a course in the current BCF catalog. (Descriptions of courses begin on page 37.)
5. Courses in doctrine are not transferable from non-Baptist institutions.
6. A maximum of twelve semester hours credit may be granted for Seminary Extension Department courses in the College-Level Curriculum Series.
7. Music credits will be evaluated by the music faculty after appropriate auditions and placement tests have been given.
8. All advanced standing should be granted before the student enrolls.
9. A Guide to the Evaluation of Educational Experiences in the Armed Services is used as a resource in evaluating credit earned while serving in the armed forces. The Directory of The National Program on Noncollegiate Sponsored Instruction: College Credit Recommendations is used as a resource in evaluating credit earned in civilian employee training programs. Coursework accepted will be assigned a “Satisfactory” rating and awarded the appropriate earned credit recommended in the appropriate publication. Coursework will be accepted as credit earned only and will not be figured in the grade point average.
10. Transferability of credit is at the discretion of the college or any other college of the student’s choice, and it is the responsibility of the student to confirm whether or not credits will be accepted by the college.

International Baccalaureate Diploma Credit
Concerning International Baccalaureate Diploma courses, the college will follow a general policy comparable to many colleges and universities in the Southeast as well as nationwide. Students receiving the IB Diploma may receive credit for scores of 4 or higher on higher level (HL) and standard level (SL) examinations. Students who do not receive the IB Diploma will follow a general policy comparable to many colleges and universities in the Southeast as well as nationwide. Students receiving the IB Diploma may receive up to 30 semester hours of credit for scores of 5 or higher on the higher level (HL) examinations only. Any credit given must be applicable toward the student’s degree program.

Student Life

ATMOSPHERE

All college life focuses upon preparation for Christian living. Administration, faculty, staff and students join together to exalt Jesus Christ as both Lord and Savior. Everyone makes a sincere effort to exemplify the highest of Christian principles whether on or off the campus.

HOUSING

Single students, under 21 years of age, not commuting from home, must live in an on-campus residence hall for the first four semesters of attendance at BCF.

To house couples and families, the college owns two and three-bedroom apartments. For single men and single women, there are residence halls. Single students who wish to live in residence hall housing must follow the procedures outlined in the Housing contract. They must check in with the Resident Director no later than the first day of class each semester and check out and move any day up until the last day of the semester. Please check the BCF academic calendar in this catalog for specific dates.

For information about housing costs, see the financial section of this catalog.

CAMPUS LIFE

The college offers opportunities for students to be involved in campus, community and ministry events through the Baptist Collegiate Ministries (BCM) and recreation.

American Association of Christian Counselors (AACC)
AACC meets monthly to foster a biblically-based learning and sharing fellowship of students, administration, staff, and guest professionals in-the-field to meet the mandate of preparation for the ministry of counseling from a conservative Christian worldview.

Baptist Collegiate Ministries
BCM meets regularly for fellowship and special worship experiences. It provides opportunities for students to be involved in ministry. BCM is open to all BCF students.

Recreation
BCF also offers a variety of indoor and outdoor recreational activities.
providing Christian fellowship and exercise for the college family. The Assembly Center offers opportunities for basketball, volleyball, pool, and weight lifting. Outdoor recreational facilities include a softball field. For those who prefer organized recreational activity intramural leagues include pool, basketball, flag football, softball, volleyball, soccer, and golf.

**Intercollegiate Athletics**
The college participates in intercollegiate athletics through the National Christian College Athletic Association (NCCAA). At present, the college fields a men's golf team and a women's volleyball team.

**SPIRITUAL ENRICHMENT**
The college provides numerous special events throughout the year to enrich campus life and to further spiritual development. These include the Evangelism Conference, the Missions Conference, the Prayer Conference, the Powell Lectures, the School of Ministry, Preaching Week, and various musical programs and concerts.

Chapel services are conducted in the R. G. Lee Chapel three days each week. The programs vary, generally featuring a sermon by the president, a faculty member, or an invited speaker. Students and all other members of the campus community are expected to attend. These services, held Monday through Wednesday, are occasions of valuable spiritual fellowship and inspiration.

**PUBLICATIONS**
The college publishes Echoes, a quarterly magazine sent to alumni and friends; the Catalog; the Student Handbook; and a monthly e-newsletter entitled The Eagle's Nest. BCF also maintains a comprehensive web site located at www.baptistcollege.edu.

**Radio Station – WFBU - 94.7**
WFBU is the 24/7 LP (low power) FM radio station at The Baptist College of Florida. The 94.7 FM station broadcasts a variety of positive Christian music and uplifting programs featuring BCF students, faculty, staff, special guests, and chapel services.

WFBU's signal can be heard in the Graceville area and can be accessed on the web site. The WFBU web site provides information on the live shows, the programming schedules, and biographical information on the show hosts.

**SERVICES**

**Advising**
The Baptist College of Florida provides advisement services for students enrolled in both degree and non-degree programs. Students are expected to schedule an appointment and meet with their advisor or an appropriate individual designated by the college. The purpose of such meetings is to assist students in planning a course of study that will result in the timely completion of a degree or other educational goals.

Students who do not plan a logical, orderly course of study appropriate to a given major are at risk of not completing their degrees or other educational goals on time. The college cannot assume responsibility for students who fail to plan accordingly.

**Academic Support**
Students who need academic support in basic skills such as reading, writing, and math, or in other courses, may gain tutorial help through the Information Technology Laboratory. This facility is equipped with computers and related software for student use. Students needing assistance in writing skills may utilize the services of the staff and equipment in the Writing Center.

**Counseling**
The college provides individual and guidance counseling services. For more information, call (850) 263-3261, ext. 474.

**Employment Opportunities**
The Office of Student Services maintains a posting of available jobs for students and family members.

**Food Service - Lake Vista Dining**
The food service is located in the Frank Faris Student Center, providing three meals each weekday.

**King's Cup Coffee Shop**
King's Cup Coffee Shop is located in the Frank Faris Student Center and offers a variety of beverages, sandwiches, and salads as well as BCF memorabilia.

**Ministry Referral**
The Ministry Referral service provides resumes to churches and other ministries that are seeking staff members. Students and alumni seeking opportunities for ministry may make their file active in this registry through the Office of Development.

**Student Welcome Activities**
Participation in Student Welcome Activities is required of all students who are beginning their first semester at The Baptist College of Florida. Student Welcome Activities provide essential information about college policies, campus facilities, and college life. Sessions include special times of fellowship and recreation with other students, faculty and staff members. Attendance at all the sessions of the Student Welcome Activities is mandatory.
## Finances

### General Financial Policies

#### Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee (non-refundable)</td>
<td>25.00</td>
</tr>
<tr>
<td>Auditing fee</td>
<td>50% of tuition</td>
</tr>
<tr>
<td>Books and supplies, approximate cost per semester (est.)</td>
<td>450.00</td>
</tr>
<tr>
<td>CAAP fee</td>
<td>35.00</td>
</tr>
<tr>
<td>Commuter Meal Plans</td>
<td></td>
</tr>
<tr>
<td>25 meal plan</td>
<td>144.00</td>
</tr>
<tr>
<td>50 meal plan</td>
<td>275.00</td>
</tr>
<tr>
<td>80 meal plan</td>
<td>433.00</td>
</tr>
<tr>
<td>Course fee for MV 099</td>
<td>280.00</td>
</tr>
<tr>
<td>Graduation fee (non-refundable)</td>
<td>100.00</td>
</tr>
<tr>
<td>Graduation fee for dual degree (non-refundable)</td>
<td>130.00</td>
</tr>
<tr>
<td>Housing:*</td>
<td></td>
</tr>
<tr>
<td>Apartment Lock/Key Replacement Charge</td>
<td>50.00</td>
</tr>
<tr>
<td>Apartment Reassignment Charge</td>
<td>150.00</td>
</tr>
<tr>
<td>Apartment Security Deposit</td>
<td>200.00</td>
</tr>
<tr>
<td>Apartment Water/Garbage Charge (Fall and Spring)</td>
<td>300.00</td>
</tr>
<tr>
<td>Apartment Water/Garbage Charge (Summer)</td>
<td>120.00</td>
</tr>
<tr>
<td>Apartments for families:</td>
<td></td>
</tr>
<tr>
<td>3 Bedrooms (Fall and Spring)</td>
<td>1,750.00</td>
</tr>
<tr>
<td>2 Bedrooms (Fall and Spring)</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Taylor Duplex (Fall and Spring)</td>
<td>2,250.00</td>
</tr>
<tr>
<td>James M Bullock House (Fall and Spring)</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Brown House (Fall and Spring)</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Residence Hall, per person, per semester double occupancy</td>
<td>1,000.00</td>
</tr>
<tr>
<td>15 meal per week plan</td>
<td>2,069.00</td>
</tr>
<tr>
<td>10 meal per week plan</td>
<td>1,861.00</td>
</tr>
<tr>
<td>Summer (no meal plan)</td>
<td>350.00</td>
</tr>
<tr>
<td>Residence Hall, per person, per semester single occupancy</td>
<td></td>
</tr>
<tr>
<td>15 meal per week plan</td>
<td>2,444.00</td>
</tr>
<tr>
<td>10 meal per week plan</td>
<td>2,236.00</td>
</tr>
<tr>
<td>Summer (no meal plan)</td>
<td>500.00</td>
</tr>
<tr>
<td>Residence Hall Deposit</td>
<td>100.00</td>
</tr>
<tr>
<td>Residence Hall Improper Check-out Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Residence Hall Key Replacement Fee</td>
<td>5.00</td>
</tr>
<tr>
<td>Residence Hall Room Change Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Identification Card Replacement</td>
<td>5.00</td>
</tr>
<tr>
<td>Lab Fees, per course for LA 310, LA 311, LA 410, CE 410</td>
<td>200.00</td>
</tr>
<tr>
<td>Late registration fee (non-refundable)</td>
<td>50.00</td>
</tr>
<tr>
<td>Matriculation fee, per semester:</td>
<td></td>
</tr>
<tr>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>Music fees:</td>
<td></td>
</tr>
<tr>
<td>Ensemble lab fee, per course</td>
<td>25.00</td>
</tr>
<tr>
<td>Keyboard, voice, instrumental and guitar lessons:</td>
<td></td>
</tr>
<tr>
<td>Class instruction, per semester</td>
<td>30.00</td>
</tr>
<tr>
<td>Private instruction:</td>
<td></td>
</tr>
<tr>
<td>One one-half hour lesson weekly, per semester</td>
<td>200.00</td>
</tr>
<tr>
<td>One hour lesson weekly, per semester</td>
<td>300.00</td>
</tr>
<tr>
<td>Recital fees</td>
<td>50.00</td>
</tr>
<tr>
<td>Pin number replacement fee</td>
<td>10.00</td>
</tr>
<tr>
<td>Returned check charge (non-refundable)</td>
<td>20.00</td>
</tr>
</tbody>
</table>

### Technology Fee

- Per on-line course and connection course: 10.00
- Paper and print: 10.00
- Website fee: 10.00

### Transportation Fee

- Per semester: 5.00

### Tuition

- Per semester: 900.00
- Per summer semester: 300.00

### Residence Hall

- Room and Board: 2,000.00
- Summer: 900.00
- Apartment: 1,500.00
- Apartment (Summer): 700.00
- 2 Bedrooms (Fall and Spring): 1,500.00
- 3 Bedrooms (Fall and Spring): 1,750.00
- Apartments for families:
  - 3 Bedrooms (Fall and Spring): 1,750.00
  - 2 Bedrooms (Fall and Spring): 1,500.00
  - Taylor Duplex (Fall and Spring): 2,250.00
- James M Bullock House (Fall and Spring): 2,000.00
- Brown House (Fall and Spring): 2,500.00
- Late Lease Renewal Charge: 100.00
- Residence Hall Deposit: 100.00
- Residence Hall Improper Check-out Fee: 50.00
- Residence Hall Key Replacement Fee: 5.00
- Residence Hall Room Change Fee: 25.00
- Identification Card Replacement: 5.00
- Lab Fees, per course for LA 310, LA 311, LA 410, CE 410: 200.00
- Late registration fee (non-refundable): 50.00
- Matriculation fee, per semester: 125.00 for first course
- Music fees:
  - Ensemble lab fee, per course: 25.00
  - Keyboard, voice, instrumental and guitar lessons:
    - Class instruction, per semester: 30.00
  - Private instruction:
    - One one-half hour lesson weekly, per semester: 200.00
    - One hour lesson weekly, per semester: 300.00
  - Recital fees: 50.00
  - Pin number replacement fee: 10.00
  - Returned check charge (non-refundable): 20.00

### Student Account

- Withdrawal of funds: at the discretion of the student's account, after all monies above have been applied, may be withdrawn by the student in accordance with guidelines established by State and Federal agencies administering the funds.
- Tuition, fees, and housing charges are assessed and due when you register.
- Student aid funds will be posted to the student's account to satisfy these charges.
- The college's credit, collection and payment policies exist in order to maintain a fair, consistent and sound business relationship.
- Points to remember:
  1. All tuition, fees, and housing charges are assessed and due when you register.
  2. Some miscellaneous charges may be assessed during the semester.
  3. All charges for fall and spring semesters (J-term considered to be a spring semester charge) may be paid when you complete registration at the Office of Business Affairs.
  4. Summer school charges must be paid in full at the Office of Business Affairs before each session begins.
  5. Students Living in campus housing must pay summer rent by the first day of the month for June and July. Rent charges will not be deferred to the fall semester.
  6. We accept all major credit cards. Personal checks will be accepted toward payments on accounts, however, no campus office will cash checks. “Insufficient funds” checks presented for payment will incur a $20 “Insufficient funds” charge.
  7. Students who receive Veterans benefits are given no special consideration in payment of accounts. No deferral in payments will be granted. Each veteran should be prepared to pay fees while the V.A. Benefits are being processed.
  8. Funds received from all student aid, state and federal grants, Tuition Assistance Program, William D. Ford Direct Loans, and scholarships will be credited to the student's account in the Office of Business Affairs. Any excess funds (credit balances) on a student's account, after all monies above have been applied, may be withdrawn by the student in accordance with guidelines established by State and Federal agencies administering the funds.

### Deferred Payment Plans

- Plan 1: Students who do not receive Financial Aid must pay seventy-five percent (75%) of all assessed charges prior to the beginning of classes. The remaining balance is due forty-five (45) calendar days from the day classes begin.
Plan 2. Students who have approved Financial Aid as documented by the Financial Aid Office will have the Aid applied toward the current semester charges. The student must then pay seventy-five percent (75%) of any remaining charges prior to the beginning of classes. The remaining balance is due forty-five (45) calendar days from the day classes begin.

Non Payment Penalty
Students who fail to make the initial required payment will be dropped from classes at the end of drop/add period.

Students with an overdue account from the current or previous semester will not be allowed to register for the following/next semester. Also, request for official transcripts will be denied until payment is received and the balance of the account is zero.

REFUND POLICIES

Drop/Add Refund Policy
Students who drop courses prior to the beginning of classes or during the drop/add period of any semester will receive a full refund of tuition and fees. No refunds will be granted for drops after the end of the drop/add period. In the fall and spring semesters drop/add begins the first day of the semester and extends for seven calendar days, not class days (see BCF Academic Calendar). In the one, two and three week summer sessions, drop/add period ends after the first day of classes. In the twelve week summer session, drop/add begins the first class day and extends for seven calendar days (not class days). Since students are permitted to enroll in only one short term course per summer session, all drops are treated as withdrawals, and refunds are granted under the withdrawal schedule as follows.

Regular Withdrawal Refund Policy
Students who officially withdraw from school during the Fall or Spring semester will receive a tuition refund according to the following schedule.

Fall and Spring Semesters (Days=Calendar Days)

<table>
<thead>
<tr>
<th>Days</th>
<th>First Day</th>
<th>1-7 days</th>
<th>8-14 days</th>
<th>15-21 days</th>
<th>22-28 days</th>
<th>29-65 days</th>
<th>50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7 days</td>
<td>100%</td>
<td></td>
<td>90%</td>
<td>50%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-14 days</td>
<td></td>
<td></td>
<td>90%</td>
<td>50%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-21 days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summer Withdrawal Refund Policy
Students who officially withdraw from school during the Summer semester will receive a tuition refund according to the following schedule.

One Week Courses (Days=Calendar Days)

<table>
<thead>
<tr>
<th>Days</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day</td>
<td></td>
</tr>
<tr>
<td>Second Day</td>
<td>25%</td>
</tr>
<tr>
<td>Later</td>
<td>None</td>
</tr>
</tbody>
</table>

Two Week and Three Week Courses (Days=Calendar Days)

<table>
<thead>
<tr>
<th>Days</th>
<th>100%</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Day</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td>Third Day</td>
<td>50%</td>
<td></td>
</tr>
</tbody>
</table>

Twelve Week Courses (Days=Calendar Days)

<table>
<thead>
<tr>
<th>Days</th>
<th>100%</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-14 days</td>
<td>80%</td>
<td></td>
</tr>
<tr>
<td>15-21 days</td>
<td>50%</td>
<td></td>
</tr>
</tbody>
</table>

A student may occupy campus housing from semester to semester without interruption as long as he/she abides by the regulations. He/she rents housing on a semester basis - fall, spring and summer. Once the student occupies a housing unit, he/she is expected to reside in it for the entire semester and is obligated to pay the rent until the end of the semester. This requirement may be waived under the following condition:

If during a semester a resident withdraws from school or is called to live on a church field, he/she may request to be released from the rental agreement. A formal letter of employment from a church official, other than the resident, must accompany the request. Other rules for vacating will apply. With these things in order, the date the request was made may then serve as the date of notice given for vacating the unit.

Notes
1. Withdrawal refunds are granted only to students who officially withdraw. Withdrawal begins by contacting the Registry Office.
2. All refunds must be requested in writing in the Office of Business Affairs.
3. Refund processing will take approximately thirty days.
4. A week is considered to be five working days.

TRANSCRIPTS OF COLLEGE CREDITS
Transcripts of credits earned at the college are sent upon student request. A fee is charged after the first two requests. Official transcripts are not released for students who have an outstanding school balance.

CONTRIBUTIONS TO THE SCHOOL AND STUDENTS
BCF is a 501(c)(3) organization recognized by the IRS as a not for profit institution. Contributions to the school are tax deductible. However, contributions to a specific student’s account are not tax deductible.

FINANCIAL AID
The Baptist College of Florida participates in the full range of state and federal aid programs. In addition, several other programs are offered to help students meet the cost of attending the college. Financial assistance offered can be in the form of grants, employment, loans, or scholarships. The applicant’s financial need, academic achievement, community and school service, and potential achievement may be considered in determining eligibility for different programs. All financial aid forms, information and FAFSA link are available on the college web site: www.baptistcollege.edu/financialaid. Paper applications for grants, scholarships and loans are available upon request.

Applicant Requirements
A student eligible to apply for financial aid
1. is accepted in good academic standing and maintains satisfactory academic progress at the college;
2. is enrolled in an eligible program as a regular student seeking a degree;
3. is a U.S. citizen or permanent resident of the United States;
4. owes no refund or repayment on a previous educational grant;
5. is not delinquent on a student education loan;
6. and, for programs based on financial need, has established financial eligibility through the Free Application for Federal Student Aid (FAFSA).

Application Process
To initiate the application process for grants, loans, and college work study, a student must complete the Free Application for Federal Student Aid (FAFSA). BCF school code is 013001. Students may apply online through the college web site or at www.fafsa.ed.gov. The application period begins January 1 of each year for the following academic year. The FAFSA application may be sent any time throughout the year,
but by early submission the applicant may be eligible for additional grants. Students must reapply for financial aid each year.

After BCF has received the results of the FAFSA from the government, the applicant will be informed of any additional forms needed to complete the process. Students must submit all required forms to the Financial Aid Office in order to be considered for any financial aid programs. The Financial Aid Office will send each qualified student an award letter detailing the amount the student will receive in financial aid. Each student is responsible for payment of 75% of the difference between charges and financial aid by the first day of class for the fall and spring semesters. For J-Term and summer semesters the difference between charges and financial aid must be paid in full by the first day of class.

Financial Need
A student’s financial need is the basis for awarding federal and state aid. Financial need is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC). The EFC is determined by the results of the processed Free Application for Federal Student Aid (FAFSA).

Cost of Attendance
The Cost of Attendance (COA) for nine months is an average budget calculated by the Financial Aid Office. The following direct and indirect expenses, permitted by federal regulations, are taken into consideration:

- Average tuition and fee charges for a full-time student
- Average books and supply expenses
- Average room and board (based on whether or not the student lives with parent(s)
- Average transportation expense to and from school
- Reasonable miscellaneous personal expenses

Standards of Satisfactory Progress for Financial Aid
In order to maintain financial aid eligibility, students must maintain satisfactory academic progress toward a degree. Specifically, this means that full-time students, those taking twelve or more semester hours, must successfully complete 2/3 of those hours each semester, and meet or exceed the appropriate cumulative grade point average for their classification. The minimum cumulative grade point requirements are as follows:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-27 hours</td>
<td>1.40</td>
</tr>
<tr>
<td>28-60 hours</td>
<td>1.70</td>
</tr>
<tr>
<td>61-91 hours</td>
<td>2.00</td>
</tr>
<tr>
<td>92 or more hours</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Grades of F, WP, WF, and W will not satisfy the academic progress requirements. Undergraduate full-time students are limited to a maximum of twelve fall or spring semesters of financial aid eligibility. The maximum length of eligibility is prorated proportionately for part-time students. Students enrolled for at least six semester hours, but less than twelve semester hours, must successfully complete each course attempted with the appropriate minimum academic progress. The student’s cumulative academic record will be evaluated each semester. Students must complete their degree program before attempting more than 150 of the total credit hours required for the program.

Warning/Probation
If students fail to meet all criteria of the standards of satisfactory progress for financial aid they will be placed on financial aid warning for one semester. If at the end of the semester the student earns the required grade point average and hours to be completed for this new stage of enrollment, the student will be considered to be making satisfactory progress and will be removed from warning status. However, if at the end of the warning period, the student is not meeting all satisfactory progress criteria, financial aid will be suspended. The student will be placed on financial aid probation. Bright Futures students may be eligible for funding IF they meet the GPA requirement.

Reinstatement
After students have attended a semester at The Baptist College of Florida at their own expense, they may apply for financial aid reinstatement if they have met the standards of satisfactory progress for financial aid for that semester.

Appeals
If the student feels that there were mitigating circumstances such as illness, death or personal or family problems which caused the lack of progress, an appeal may be made to the Senior Vice-President by contacting the Director of Financial Aid.

Return of Title IV Aid Policy
Title IV financial aid includes Federal Pell Grants, Supplemental Educational Opportunity Grants (FSEOG), Federal Subsidized and Unsubsidized Loans, and PLUS loans.

Students earn a portion of their financial aid each day they attend class. Attendance will be taken each day of class and failure to attend could result in the reduction or revocation of a student’s financial aid.

A student’s official withdrawal date is:
- the date the student officially notifies the Registrar of his/her intent to withdraw. The withdrawal process begins by contacting the Registrar’s Office.

A student’s unofficial withdrawal date is:
- the midpoint of the period for a student who leaves without notifying the institution, or
- the student’s last date of attendance at a documented academically-related activity

If a student enrolls for classes, but does not attend and does not officially withdraw, the college will assume, for Title IV financial aid purposes, the student has unofficially withdrawn. Funds may have to be returned to the U.S. Department of Education, unless there is documentation to indicate that the student completed the term enrolled.

After completing 60 percent of the term for which they are enrolled, the federal government considers 100 percent of the aid to be earned. Students, who withdraw from all classes prior to completing 60.5 percent of the term, may be required to repay all or part of the Title IV financial aid they received. Under the Federal Title IV Repayment Policy, the percentage of Title IV aid earned shall be calculated by:

- Number of calendar days completed up to and including the withdrawal date divided by total calendar days in the payment period, with the allowance for any scheduled breaks that are at least five (5) days long
- The percentage of semester completed is the percentage of Title IV aid earned by the student
- The percentage of Title IV aid unearned is 100% minus the percent earned

If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned by the student. Loan funds are repaid in accordance with the terms of the promissory note. Any grant amount the student has to return is a grant overpayment. The student will be notified of the potential overpayment and will be required to make satisfactory payment arrangements with the federal government to return the funds.
Federal Pell Grants are non-repayable government funds provided to Federal Pell Grants payable funds awarded to eligible students. BCF students may receive federal and state grants. Grants are non-repayable funds awarded to federal and state grants. Applications are available on the college web site or in the Office of Business Affairs. According to the Institutional Refund policy.

When a student receives federal aid in excess of the earned aid, the school must return the lesser of the unearned amount of Title IV aid or the institutional charges for the term, multiplied by the percentage of unearned aid. The school will return any unearned aid for which it is responsible within 45 days of the date the school determined the student withdrew.

Federal regulations require Title IV aid to be refunded in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans (for parents)
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

Students, who owe the college due to a Title IV Repayment, may be ineligible to re-enroll. They may also be ineligible for additional Title IV federal financial aid from any other college.

Students who receive Title IV funds are encouraged to check with the Financial Aid Office before withdrawal from any or all classes to determine their financial aid liability.

**EMPLOYMENT**

In compliance with the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986, will be required to supply documents which provide proof of identity and eligibility for employment in the United States. Examples of such documents include:

1. Valid driver’s license and valid social security card;
2. Certificate of United States Citizenship (INS Form N-456 or N-561);
3. Certificate of Naturalization (INS Form N-550 or N-570);
4. Alien registration receipt card;
5. United States passport.

For students who applied for residency or citizenship through the U.S. Immigration and Naturalization Service.

**Federal Work Study (FWS)**

The Federal Work Study program enables students who demonstrate financial need the opportunity to earn money. Jobs are on campus and include work in offices, library, maintenance, etc. Submission of Free Application for Student Aid (FAFSA) is required to determine eligibility.

**BCF Student Employment Program**

Students may work on campus as student assistants without demonstrating a financial need under the BCF Student Employment Program. Applications are available on the college web site or in the Office of Business Affairs.

**GRANTS**

BCF students may receive federal and state grants. Grants are non-repayable funds awarded to eligible students.

**Federal Pell Grants**

Federal Pell Grants are non-repayable government funds provided to undergraduate students demonstrating financial need. These non-repayable funds are used to pay for educational costs. To be eligible, applicants must be degree-seeking, permanent U.S. residents who have not received a baccalaureate degree. Students may apply through the school’s website or at www.fafsa.ed.gov. Awards are adjusted according to hours of enrollment.

<table>
<thead>
<tr>
<th>Credit Hours Enrolled</th>
<th>Enrollment Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>Less than half-time</td>
</tr>
<tr>
<td>6 to 8</td>
<td>Half-time</td>
</tr>
<tr>
<td>9 to 11</td>
<td>Three-quarter-time</td>
</tr>
<tr>
<td>12 or more</td>
<td>Full-time</td>
</tr>
</tbody>
</table>

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

This non-repayable grant is awarded to Pell Grant eligible students, who have exceptional financial need. Awards are $400 per year. Students must be enrolled at least half-time to be eligible. FUNDS ARE HIGHLY LIMITED.

**Florida Student Assistance Grant (FSAG)**

FSAG is a state-funded program for permanent Florida residents who have lived in - state at least one year. These students must be full-time, degree-seeking and demonstrate financial need. Application is made by completing the Free Application for Federal Student Aid (FAFSA). Renewal requirements of students who received FSAG during the 2010-2011 academic year are to have completed at least 24 credit hours with a cumulative GPA of 2.0. FUNDS ARE LIMITED.

**Florida Bright Futures Scholarship Program**

The Florida Bright Futures Scholarship Program is a merit-based scholarship awarded to Florida high school seniors who have applied for and met the requirements of the program before they graduate from high school. The Bright Futures Program is comprised of the Florida Academic Scholars, Florida Academic Top Scholars, Florida Medallion Scholars and Gold Seal Vocational Scholars Awards. High school students must have their school guidance counselors submit their test scores and completed coursework to the Florida Bright Futures Program at the Florida Department of Education. Specific coursework, minimum grade point average (GPA), and test score requirements are outlined on the Bright Futures web site at www.firn.edu/doe/brfutures.

Initial eligibility, renewal requirements, and cost per credit hour award amounts are listed on the Bright Futures web site at www.floridastudentfinancialaid.org.

Students who drop a course(s) or withdraw after the initial drop/add period, must reimburse the college the cost of the credit hour award.

Eligible students will receive a fixed award amount which is determined by the Florida Department of Education.

**LOANS**

**BCF Emergency Loans**

Short term loans from BCF resources are available to assist students in paying certain unexpected expenses. Repayment must be made in full usually within 30 days. In all cases the loan must be repaid prior to the end of the semester for which it was granted.

**Annette L. Hatcher Student Loan Fund**

This BCF loan was established to assist worthy students who are in financial need and who do not have access to other financial help. The initial loan can be made only after the student has successfully completed at least one semester. Loans of 50% of the amount required to cover his/her direct school expenses will be approved for eligible students.
BCF Christ Is Our Salvation Loan Fund
The BCF Christ Is Our Salvation Loan Fund is available on a need basis to full time students enrolled in a degree seeking program. Repayment must begin six (6) months after the student ceases to be a full-time student at The Baptist College of Florida. The loan interest rate is fixed at six percent and starts accruing at repayment.

William D. Ford Direct Loans
Student loans are available through the Direct Loan program. Students must complete the FAFSA and have a valid ISIR or SAR in the Financial Aid Office in order to apply for a federal loan. Loans are available to students who are enrolled in a program of study and are attending at least half-time. Both entrance and exit counseling are mandatory requirements and the financial aid office must have confirmation of completion. Students may complete their counseling sessions online at studentloan.gov. Entrance counseling confirmation must be received before the release of the first disbursement. Exit counseling is required before a borrower graduates or ceases at least half time enrollment. Students must have a completed financial aid file before the loan request form will be processed. The borrower is required to repay the loan according to the repayment schedule.

Federal Subsidized Loan
Subsidized loans are need based. Borrowers will pay the interest on these loans while the borrower remains enrolled in school at least half-time. Maximum annual loan limits:

<table>
<thead>
<tr>
<th>Dependent Undergraduate Student</th>
<th>Independent Undergraduate Student</th>
<th>Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman $3,500</td>
<td>Freshman $3,500</td>
<td>0 - 27</td>
</tr>
<tr>
<td>Sophomore $4,500</td>
<td>Sophomore $4,500</td>
<td>28 - 60</td>
</tr>
<tr>
<td>Juniors &amp; Seniors $5,500</td>
<td>Juniors &amp; Seniors $5,500</td>
<td>61 -</td>
</tr>
</tbody>
</table>

The aggregate maximum any student may borrow under this program is $23,000.

Federal Unsubsidized Loan
Students may also apply for a non-need based loan. The conditions and amounts for this loan are identical to the Subsidized Loan, except students may pay the interest while in school, or have the interest capitalized into the loan for repayment after graduation. Dependent students are eligible for an additional $2,000. Independent students or students whose parents are denied for the Parent’s Loan for Undergraduate Students (PLUS), may be eligible to borrow additional funding.

Federal Parent Loan for Undergraduate Students (PLUS)
The PLUS loan is a program for the parents of dependent undergraduate students who need additional financial aid. Eligibility is not need based. The student must be at least half time.

Parents may borrow up to the total cost of education annually, minus any other aid. Parents who demonstrate appropriate credit worthiness are eligible.

Repayment of a PLUS loan begins within 60 days of loan disbursement. Deferments are available.

SCHOLARSHIPS

Florida Ministerial Scholarships
This scholarship, funded by the Florida Baptist Convention and BCF, provides tuition assistance to Florida Southern Baptist students who are committed to Christian ministry as a vocation and who attend BCF. Scholarship is contingent upon availability of funds. Students enrolled at the distance site campuses are not eligible for the scholarship.

Eligibility Criteria
Applicants for this scholarship must meet the following requirements:
1. They have been residents of Florida for a minimum of twelve months immediately prior to initial entrance into BCF. Some exceptions are granted to military personnel.
2. They must be a degree-seeking student.
3. They must have been an active member of a church affiliated and cooperating with the Florida Baptist Convention for at least twelve months prior to entering school.
4. They must submit their testimony of God’s call to enter Christian ministry as a vocation.
5. They must continue to remain an active member of a Southern Baptist Church.
6. They must maintain and express a positive, favorable attitude toward their churches and denomination.
7. They must maintain the grade average required for graduation and listed in the current school catalog.
8. They must meet the following course load requirement: on-campus students must take a minimum of twelve semester hours in the Fall and Spring semesters. Ten or more semester hours are required for Summer aid. On-line students must take at least two courses per Fall and Spring, and Summer semesters.
9. They must meet annually with their pastor or a counselor designated by the Financial Aid Office and discuss his/her call to Christian ministry as a vocation.

Application Process
All financial aid applications and forms are available on the college web site or in the Financial Aid Office. Initial applications, reapplications and all accompanying documentation must be submitted by August 1 of each year. Exceptions are made for new/incoming students.

BCF Scholarships
Applications are available on the college web site and in the Financial Aid Office. Scholarships are awarded each fall and spring semester, as funds are available. The following is a list of active scholarships granted by the college:

Alabama Alumni
Alabama/Balkum Baptist Church
Rev. Timothy I. Alexander
Anderson Family Foundation, Inc.
Peggy Ange
Appalachee/Gadsden County Baptist Association Hispanic
Charles F. and Willa Albright
Winifred Allen
Ben and Barbara Amlong
Anderson Family Endowed
Anderson Family Foundation
Angus Lane Anderson and Mary Shy Anderson
Sara Lucile Anderson Memorial Scholarship
William “Dub” Anderson Student Aid Fund
A. B. and Hilda Andrews Family
St. Andrews Baptist Church and Mark and Angie Rathel Honorary Antioch Baptist Church
Carl Arant
Helene G. Argo
Agnes P. Axson Memorial
Judge W. L. Bailey
Bailey-Cox Music
Christopher M. Barber
June Esther Bateman
W. O. Beauchamp, Jr. Memorial
Leroy Benefield
Dr. and Mrs. Leroy Benefield
Jeff and Mina Bloodworth
John W. and Irene Blount
T. S. Boehm
Irene S. Boman

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BENEFITS FOR VETERANS

The Veterans Administration provides educational assistance for veterans and determines a veteran's eligibility for benefits. (See VA Re-entry and Standard of Progress.)

This agency also provides educational assistance to widows and children of veterans who died while in service or after discharge from a service connected disability. Wives and children of veterans who have a service connected disability considered to be total and permanent in nature are also eligible. Forms and information concerning certification for VA benefit purposes are available in the Financial Aid Office.

VA Standard of Progress Policy
A VA student must maintain a cumulative GPA of 2.00 to receive benefits. A VA student who fails to maintain a cumulative GPA of 2.00 will be placed on academic probation for two consecutive semesters. If at the end of the second semester the student has not attained a cumulative GPA of 2.00, VA benefits will be terminated.

VA Re-entry Policy
A VA student whose benefits have been terminated due to unsatisfactory progress will be monitored each semester and upon attaining a cumulative (GPA) of 2.00 may submit a specific request for resumption of benefits. The college will continue to monitor the student’s progress each semester and to counsel and offer guidance in order to resolve academic problems that will ensure successful completion of his/her education.

If at any time after recertification a student should again be placed on probation for more than two semesters or suspended, the VA will be promptly notified and benefits could be terminated.

VOCATIONAL REHABILITATION

The Florida Vocational Rehabilitation Commission provides services for disabled individuals with physical, learning, or emotional impairments. Application for services must be made through a representative of the commission. Students interested in applying for services should write or call the office in their home community or: Vocational Rehabilitation, 2944 Penn Avenue, Suite B, Marianna, Florida 32448-0000. Telephone: (850) 482-9600.

Academics

SEMESTER PLAN

The college operates on the semester plan: Two fifteen-week semesters per year, with three three-week terms and one twelve-week term during the summer. One-semester hour and two-semester hour courses are also offered between semesters in January.

The unit regularly used for the measurement of credit toward graduation is the semester hour, which is the equivalent of the credit earned in a course which meets one hour per week for a semester. Thus a class which meets two hours per week for a semester is a two-semester hour course; one which meets three hours a week for a semester is a three-semester hour course. For the purpose of converting transferred quarter hours into semester hours, the following formula is used: the number of semester hours is two-thirds the number of quarter hours. A student must be enrolled for a minimum of 12 semester hours of work per semester to be classified as a full-time student.

Sixteen semester hours of course work are considered a full load. Enrollment for more than twenty semester hours requires the permission of the Registrar. Students on academic probation never take an overload.

GENERAL EDUCATION / BASIC SKILLS

The General Education Foundation at BCF was developed to ensure that all students acquire broad general knowledge deemed important for students in associate and baccalaureate programs and was designed to provide foundational knowledge necessary for the achievement of learning at higher levels. The ability to read, write, and use basic computational skills greatly affects all learning. To assist students in acquiring proficiency in these skills early in their collegiate academic careers, the following rules apply to all regularly enrolled students taking more than three semester hours.

1. Students must complete the English and math requirements of the General Education Foundation by the semester in which they earn their 60th hour of college credit. All other general education courses must be complete by the semester in which students earn their 80th hour of college credit.

2. English courses should begin the first semester students enroll at BCF and continue without interruption until both composition courses are completed (ENG 151 and 152). A literature option must be completed by the semester in which the 60th hour of college credit is earned (except for those students who take ENG 100 and/or ENG 105, whose literature course may be delayed by the number of semesters they are involved with these courses).

3. Students whose placement tests scores reveal a deficiency in reading must enroll in ENG 105 in their first semester and ENG 100 their second semester as advised by the Registrar’s Office and General Education Division. Students whose scores reveal a deficiency in grammar must enroll in ENG 100 in their first semester. Students deficient in math skills must take MA 110 and continue with other math courses in the prescribed progression until completing the required math course for their degree or major. Students are permitted to make vertical transfers during the drop and add period without financial or academic penalty on the basis of testing, recommendation of the faculty member, and approval of the Chair of the General Education Division.

4. Students majoring in programs requiring MA 130 must enroll no later than the second semester of their sophomore year.

5. Students majoring in Elementary Education (including transfer students) must take the general knowledge portion of the FTCE, CLAST, or PRAXIS I before registering as upper division students.
**BASIC SKILLS PLACEMENT GUIDELINES**

English and math are important general education subjects in college life. For maximum learning in those areas, it is important that students enroll in English and math courses appropriate to their level of learning. The information below describes the process used to determine placement of students in English and math courses.

**Placement in English Fundamentals (ENG 100):**

Students who have less than:

- **B (3.0)**  Senior High School English Courses
- **ACT English Score or SAT I Verbal Score**
  - **AND**
  - **-17 or 440**

will be required to enroll in ENG 100.

**Placement in Reading (ENG 105):**

Students who have less than:

- **-18 or 440**  ACT Reading Score or SAT I Verbal Score

will be required to enroll in ENG 105.

**Placement in Mathematics (MA 110):**

Students who have less than:

- **-C (2.0)**  Algebra I or Higher Math Courses in High School
- **ACT Mathematics Score or SAT I Mathematics Score**
  - **AND**
  - **-19 or 440**

will be required to enroll in MA 110.

**Diagnostic Testing**

Students placed in ENG 100 or ENG 105 or MA 110 or MA 120 will be tested during the first week of class. Test results will be used to determine if students should be placed in more advanced classes.

Students who do not have Placement Data, (ACT/SAT I scores; High School grades), will be placed in basic skills classes and tested during the first week of class. Test results will be used to determine if students should be transferred to more advanced classes.

**DEGREE PROGRAMS REQUIRING MATH COURSES OTHER THAN MA 130**

**Christian Counseling Students**

MA 120 (Elementary Algebra) is required for students whose ACT mathematics score is below 19 or SAT I mathematics score is below 440 or Algebra II grade is less than C (2.0). Students who pass the MA 120 entrance test with a minimum grade of 75% may enroll in MA 230 (College Algebra). Students who pass the MA 230 entrance test with a minimum grade of 75% or who have passed the MA 230 course with a C (2.0) or better, may enroll in STA 300 (Statistics).

**Music Education Students**

MA 120 (Elementary Algebra) is required for students whose ACT mathematics score is below 19 or SAT I mathematics score is below 440 or Algebra II grade is less than C (2.0). Students who pass the MA 120 entrance test with a minimum grade of 75% may enroll in MA 230 (College Algebra), MA 220 (Finite Math), or MA 210 (Geometry).

**Teacher Education Students**

MA 120 (Elementary Algebra) is required for students whose ACT mathematics score is below 19 or SAT I mathematics score is below 440 or Algebra II grade is less than C (2.0). Students who pass the MA 120 entrance test with a minimum grade of 75% may enroll in MA 230 (College Algebra), MA 220 (Finite Math), or MA 210 (Geometry).

**Leadership and Christian Education Students**

MA 220 (Finite Math) is the required math for this degree program. Students may enroll in MA 220 once they have met the requirements of the Basic Skills Placement Guidelines for Mathematics.

**BASIC COMPUTER PROFICIENCY**

Computer skills are required for graduation at BCF. A student may take and pass IT 101 to gain those skills or he/she may pass a proficiency test. The test consists of a three-part performance section as well as concepts, terminology, and general knowledge section. The entire test will require a minimum passing score of 85%.

The performance portion consists of the following skills:

**Performance 1:** Document Processing Basics: creating, editing, formatting, saving, and printing a document in Microsoft Word.

**Performance 2:** File Management: locating, renaming, and deleting a file; creating a new folder.

**Performance 3:** Internet: Accessing the internet, using a search engine, navigating within a web site.

**INFORMATION LITERACY PROFICIENCY**

Information literacy is one of the four fundamental liberal arts skills all adults need to be successful in the 21st century. The other three skills are critical thinking, written, and oral communication. Information literacy is one of the goals of The Baptist College of Florida mission statement. This goal is “to acquire, evaluate, assimilate and use information.” According to the Information Literacy Standards of Higher Education, the students of The Baptist College of Florida will be able to:

1. Define the need, problem, or question.
2. Locate, access, and retrieve information from a variety of print, electronic, and human information resources.
3. Assess the credibility, currency, reliability, validity, and appropriateness of the information retrieved.
4. Compile the information so it can be used to meet the information need, solve the problem, or answer the question.
5. Communicate the information legally and ethically using a variety of channels directed at a range of audiences.

The Baptist College of Florida will incorporate information literacy and library instruction into the curriculum at four levels: 1) English 152. Intermediate College Composition; 2) an introductory course for each major; 3) a senior capstone or research course; 4) GR501. Introduction to Graduate Research. The librarian will work with the faculty and the director of the writing lab in integrating information literacy and library instruction into these courses.

**CAAP TESTING POLICY**

As a requirement for graduation, students must take the Collegiate Assessment of Academic Proficiency (CAAP) the semester after completing their 60th hour. These tests cover math, writing skills (grammar), reading, and essay writing. Students transferring at least 60 hours will be required to take the CAAP the semester they enter BCF.

**GRADING SYSTEM**

The following numerical and letter grading system is employed by the faculty in assessing each student’s performance.
Academics

Grade earned in a retake counts in the GPA, repeats are forgiven only retake courses in which they have earned an F, WF, or D. While the last grade earned in a retake counts in the GPA, repeats are forgiven only if the attendance policy has not been violated, a professor may grant an "Incomplete" grade for students who have experienced the following:

1. Excessive health problems, supported by a doctor’s confirmation, that have resulted in a lengthy absence from class during the final two weeks of the term.
2. Temporary military service that resulted in an interrupted semester.
3. The student was engaged in a number of official activities that resulted in excused absences during the final two weeks of the term.
4. The work was due in the closing two weeks of the semester, and family situations prevented the student from completing the work.

Procedure for application: 1) Acquire a "Request for Incomplete Grade Form" from the Registrar or from the college web site; 2) Complete the form thoroughly; 3) Get signatures from student, professor teaching the course, division chair, and the Registrar; 4) After the request is approved, acquire the "Requirements to Complete Coursework (to remove "I" Grades)" form from the Registrar's Office or the college web site; 5) Work with the course professor in planning the work needed to complete the course; 6) Get signatures from student, professor teaching the course, and the Registrar; 7) Complete the work by the deadline described above.

The deadline for submission of the "Request for Incomplete Grade Form" is the last class day of the semester, prior to final exam days.

Incomplete Grades

Students should meet all course requirements by the time of the semester final examination. Should that not be the case, the professor, under certain conditions (see below), may record an "I" or "Incomplete" grade, document the outstanding work with the Registrar and give the student a deadline for the removal of the "I" grade. In all cases, "I" grades must be removed by the end of the 20th day of the next regular (fall or spring) semester. On the morning following the deadline day, all "I" grades will be converted to permanent "F's."

If the attendance policy has not been violated, a professor may grant an "Incomplete" grade for students who have experienced the following:

1. Excessive health problems, supported by a doctor’s confirmation, that have resulted in a lengthy absence from class during the final two weeks of the term.
2. Temporary military service that resulted in an interrupted semester.
3. The student was engaged in a number of official activities that resulted in excused absences during the final two weeks of the term.
4. The work was due in the closing two weeks of the semester, and family situations prevented the student from completing the work.

Procedure for application: 1) Acquire a "Request for Incomplete Grade Form" from the Registrar or from the college web site; 2) Complete the form thoroughly; 3) Get signatures from student, professor teaching the course, division chair, and the Registrar; 4) After the request is approved, acquire the "Requirements to Complete Coursework (to remove "I" Grades)" form from the Registrar's Office or the college web site; 5) Work with the course professor in planning the work needed to complete the course; 6) Get signatures from student, professor teaching the course, and the Registrar; 7) Complete the work by the deadline described above.

The deadline for submission of the "Request for Incomplete Grade Form" is the last class day of the semester, prior to final exam days.

Grade Point Average

The GPA of a student is obtained by dividing the total number of grade points by the number of semester hours attempted for credit. To qualify for graduation, a student must have a 2.0 (C) average.

Forgiveness Policy

The college provides a forgiveness policy through which students may retake courses in which they have earned an F, WF, or D. While the last grade earned in a retake counts in the GPA, repeats are forgiven only on a one for one basis (for example if a course is failed twice and then passed, only one F grade is dropped).

Grade Reports

Grade reports and unofficial transcripts, showing the hours earned and grades received in all subjects, are available to students via the campus web. Students access this information by using official user IDs and passwords issued by IT Department personnel.

Academic Honors

Academic excellence is recognized in published reports at the end of each semester for those students making the grade averages as follows: President’s List, 4.0; Dean’s List, 3.25-3.99. A student must be enrolled for at least 12 semester hours during the semester to be eligible for this recognition.

Maximum Student Loads

Student loads are limited to a maximum of 21 hours per semester and must be approved by the Registrar.

Maximum Student Intern Loads

Student teaching interns are limited to the student teaching experience and no more than six additional semester hours during the intern semester. Any exception to this rule must have the written approval of the Chair of the Teacher Education Division or Music and Worship Division Chair and the Registrar.

CLASS ATTENDANCE

Absence From Classes

Class attendance and absences are covered by the following regulations:

1. The college grants excused absences for students representing BCF at activities which conflict with classes, for students fulfilling military duties, and for students attending legal proceedings.
2. Students are allowed three absences in three-hour classes, two absences in two-hour classes, and one absence in one-hour classes without penalty. Each absence over this number will carry a one-half point reduction in the final grade. Such absences are counted as part of the maximum allowable to receive credit as governed by rule 6 below.
3. In all cases attendance is counted from the first meeting day of the class.
4. In calculating absences three tardies equal one absence.
5. Students dropping a course after 8 weeks earn an “F” in that course.
6. Students lose credit in any course in which absences exceed one-fourth the total number of meetings of the class. Final examinations count as two class meetings. For example, if a class meets 45 times a semester, the student would lose credit with the twelfth absence.
7. Students must be present for at least one-half (1/2) of a class period to be counted present.

Absences From Semester Examinations and Sectional Tests

If a semester examination is missed, it may be taken upon approval by the Registrar. The student should explain in writing the reason for the absence.

Sectional tests missed for reasons acceptable to the professor are taken no later than seven days from the date the student returns to a given class. To secure faculty permission to take the missed test, the student applies to the faculty member in question, giving reasons for the absence and requesting a definite day and hour for the exam.

www.baptistcollege.edu

GRADE POINTS PER SEMESTER

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY</th>
<th>HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (90-100)</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B (80-89)</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C (70-79)</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>D (60-69)</td>
<td>Poor, but passing</td>
<td>1.0</td>
</tr>
<tr>
<td>F (Below 60)</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal passing</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal failing</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Course dropped within the drop period</td>
<td>0.0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0.0</td>
</tr>
</tbody>
</table>
**Changing or Dropping Courses**

Students may change courses only during the first week of a semester (see BCF Academic Calendar) or drop courses during the first eight weeks. Students drop courses in the Registrar’s Office. The college recommends the student confer with the Financial Aid Director and his/her advisor before taking such action. Dropping courses after the eighth week results in an automatic failing grade. Fees may be assessed for course changes (see Refund Policies).

**OFFICIAL WITHDRAWAL**

Students who withdraw from the college follow a prescribed plan beginning at the Registrar’s Office. Those who officially withdraw before completing a semester or summer session will receive the grade of WP or WF according to course requirements completed at the time of withdrawal. Those who attend classes but leave the college before completing a semester or summer session and do not withdraw officially will fail all courses and will be charged full tuition. There is no charge for an official withdrawal, and refunds are made as stated in the “Financial Information” section of this catalog. Students who drop all classes during a semester or summer session will be automatically withdrawn from the college.

**DIRECTED STUDY POLICY**

1. A directed study (DS) is an independent study of a regular course granted to meet the needs of a graduating senior with specific circumstances. Students may apply for a DS only when, in his/her last two semesters, a required course is needed to complete degree requirements and that course conflicts with another required course or was not offered by the college the previous two regular semesters.

2. Directed Studies (DS) will vary depending on the nature of the course but will have the same outcomes and similar assignments as the corresponding classroom-based course.

3. A student may not take more than two Directed Studies within his/her academic program. Professors are limited to two Directed Studies per semester.

4. Directed Studies are designed for upper-level courses. Because students are required to take foundational courses prior to their 80th hour (see “General Education/Basic Skills” section of Catalog), Directed Studies will not be granted for General Education Foundation courses, courses listed as Additional Requirements for General Education, and Biblical/Theological Foundation courses.

5. Students who wish to undertake a Directed Study (DS) course should submit a completed Directed Study Application to the Dean of the Faculty during the advising/pre-registration and no later than one week after the last day of freshman advising/pre-registration as published in the catalog. Applications are available from the professor leading the study, the secretary to the Dean of the Faculty, from the college Registrar, and the college web site.

6. The application procedure is as follows: The student is responsible for acquiring an application, discussing the possibility with the professor who will potentially lead the DS course, acquiring the signature of the professor, acquiring the signature of the division chair of the division of the course, and submitting the application to the Dean of Faculty by the stated deadline (See BCF Academic Calendar).

7. The Dean of Faculty and the Registrar will discern whether the request meets the criteria and inform the student and the professor of the approval/disapproval by campus email.

8. If approved, the student should ensure that he/she has been registered for the course and then report to the professor for a syllabus during the first week of classes of the appropriate semester.

**SPECIAL STUDIES**

Occasionally, the college will offer a special course that is not in the regular curriculum. This special course can take one of two forms: 1) a special, one-time, classroom-based course provided by the college; 2) a special, one-time, independent study of a topic not in the current curriculum developed by a professor and student to expand the depth and quality of the student’s degree plan. A special study must be developed with the agreement and approval of the division chair, the Dean of the Faculty, and the Senior Vice President and must include a full syllabus with proper outcomes, evaluative tools, and assignments. Special studies must be included in the advance planning and scheduling process and thus approved by one month prior to the beginning of pre-registration for the semester in which the course will be taught. Each student is limited to two special studies over the course of his/her academic program.

**CHANGE IN PROGRAM**

Students who desire to make any changes related to academic major or minor should (1) consult with division chair of the desired new degree/minor program, (2) complete change of degree/minor form obtained from division chair, and (3) submit completed form to the division chair of the new program. Students who make a program change related to an academic major or minor must follow the guidelines for the new program under the catalog in effect at the time of the change in program.

**STANDARD OF PROGRESSION TOWARD GRADUATION AND CLASSIFICATION OF STUDENTS**

The college has adopted the following standards for the student’s progress from freshman through senior.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>HOURS</th>
<th>UNCONDITIONAL RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>0-27</td>
<td>1.40</td>
</tr>
<tr>
<td>Sophomores</td>
<td>28-60</td>
<td>1.70</td>
</tr>
<tr>
<td>Juniors</td>
<td>61-91</td>
<td>2.00</td>
</tr>
<tr>
<td>Seniors</td>
<td>92-or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**PROBATION/SUSPENSION**

Students who do not meet the minimum standards indicated above will face academic discipline as follows:

1. The first semester after failure to meet the minimum standard, students will be placed on academic probation.
2. Students who attain at least the minimum standard after one semester on probation will be placed on good standing.
3. Students who fail to attain the minimum standard after a semester on probation will be suspended.
4. Students placed on suspension may not enroll in the college for one regular semester.
5. Students on suspension must apply through the Office of Admissions to be readmitted to the college.
6. If readmitted to the college, the required minimum standard must be met by the end of the second semester following readmission.
7. If the minimum standard is not met by the end of the second semester following readmission, students will be placed on permanent suspension.

The most reliable way to end academic probation is to retake courses in which “D” or “F” grades have been earned in order to improve grades in accordance with the forgiveness policy.
REQUIREMENTS FOR ENTRANCE INTO TEACHER EDUCATION PROGRAM

To enroll in professional and elementary education courses of the Teacher Education Program (TEP) of The Baptist College of Florida, a student must have earned 50 hours with a cumulative GPA of 2.50 or better and must have passed the General Knowledge section of the Florida Teacher Certification Examination (FTE) or PRAXIS I. The student must submit an application to the TEP and be interviewed and approved by a TEP Admissions Committee as part of their application.

Students who reach their 50th hour without a GPA of 2.50 may register for education courses with the permission of the TEP Admissions Committee and will be given one semester to improve their cumulative GPA to at least a 2.50. Those who do not earn a 2.50 after this additional semester will not be allowed to register for educational courses and will be advised to change their major.

Students who have reached their 50th hour without passing the General Knowledge section of the FTE or PRAXIS I may register for education courses with the permission of the TEP Admissions Committee and will be given two semesters to pass the required exams. Those who do not pass one of the tests after these additional two semesters will not be allowed to continue to register for educational courses and will be advised to change their major.

Students who reach their 50th hour without a GPA of 2.50 may register for education courses with the permission of the TEP Admissions Committee and will be given one semester to improve their cumulative GPA to at least a 2.50. Those who do not earn a 2.50 after this additional semester will not be allowed to register for educational courses and will be advised to change their major.

Education Degree Graduation Requirements
To complete this program, education majors must:
1. Satisfactorily complete all academic courses outlined in their program of study.
2. Pass the general knowledge, professional education, and subject area examination portions of the Florida Teacher Certification Examinations (FTCE) before completing EDU 4090F.

SMALL CLASSES
A course with fewer than 10 students enrolled at the beginning of the semester may be canceled.

CODE OF CONDUCT

RIGHT OF STUDENT APPEAL AND COMPLAINT
Students at BCF have the right of appeal and right to file a complaint. Should a student feel that a decision by a faculty member, faculty committee, or administrative officer is unfair, he/she may request in writing of the officer issuing the decision a hearing with the immediate supervisor of that teacher, administrator, or committee with both parties present. Should this meeting prove unsatisfactory, the student may follow further procedures of appeal or complaint as outlined in the Student Handbook.

DEGREES OFFERED
The college offers associate, baccalaureate, and graduate education to persons called of God to serve in churches, classrooms, mission fields, and the community. High school graduates and college graduates in a second vocation may enroll for a degree.

Graduate Degrees
See the 2011-2012 Graduate Catalog.

Baccalaureate Degrees
The college offers a Bachelor of Arts degree with majors in Biblical Studies, Business Leadership, Christian Counseling, Christian Studies, Elementary Education, English, English Secondary Education, History and Social Studies, History and Social Studies Secondary Education, Leadership and Christian Education, Ministry, Ministry Studies, and Missions. Several baccalaureate degrees are offered in the areas of Music and Music Education. Most of these degrees require 120-130 semester hours of study. Each program provides a broad base of knowledge and experience for the student who wishes to enter immediately into ministry and a strong foundation for entrance into graduate study.

Associate Degrees
The college offers three associate degrees with majors in Christian Education, Church Music, and Divinity. The 63-66 semester hours required for associate degrees include training in most phases of the work of ministry in the local church and are tailored for the student who wishes to invest only two years of training in the chosen field.

GRADUATION REQUIREMENTS
The following general requirements for graduation must be met before the student may receive a degree:
1. Application for graduation at the beginning of the final semester;
2. Completion of academic requirements for the degree as set forth in the catalog;
3. Satisfactory settlement of all financial accounts with the college;
4. Approval by the college of the personal character and moral worthiness of the candidate;
5. Participation in graduation exercises; exceptions must be requested by writing to the Senior Vice President;
6. Maintenance of a minimum grade point average of 2.0;
7. Passage of the Florida Teacher Certification Examinations (FTCE) or PRAXIS I and II by those majoring in education certification programs;
8. Must take at least 25% of total degree requirements from BCF.
9. Must be enrolled for at least one class at BCF the semester the student plans to graduate.
10. Must take the Collegiate Assessment of Academics Proficiency (CAAP).

Servicemembers Opportunity Colleges (SOC)
Academic Residency at The Baptist College of Florida is twenty-five percent of the degree requirement for all degrees for active-duty servicemembers and their adult family members (spouse and college-age children). In addition, there are no “final year” or “final semester” residency requirements for active-duty servicemembers and their family members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner.

Application for Graduation
Prospective graduates apply for graduation at the beginning of their final semester, using official forms supplied in the Registrar’s Office. Applicants are approved for graduation by the faculty.

All documentation for credit earned external to The Baptist College of Florida and required test scores must be presented to the Registrar’s Office before a student will be permitted to apply for graduation. This includes test scores from the Florida Teacher Certification Examinations (FTCE), and all credit earned from the College Level Examination (CLEP), Seminary Extension, other colleges, universities, and seminaries.

The deadline for application for graduation for both the fall and spring semesters is Friday of the fifth week of the semester of anticipated gradu-
uation (See Academic Calendar). The student is responsible for having the Registrar verify that all work required for the degree has been completed by the above deadline.

**Graduation Honors**
In recognition of superior academic excellence, graduating seniors with a GPA of 3.25 or higher will graduate with honors. The levels of recognition are as follows: Cum Laude—3.25-3.49; Magna Cum Laude—3.50-3.74; Summa Cum Laude—3.75-4.00. Honor distinctions are determined based on the student's GPA computed the semester immediately prior to the semester of graduation.

**Requirements for Additional Degree**
Degree graduates from the college may enroll for a second degree in another field after written application to, and approval by, the Senior Vice President. Baccalaureate graduates must complete the requirements for the second bachelor's degree and earn a minimum of 32 hours beyond the number of hours required in the first degree. Bachelor's degree graduates may earn an associate degree in another field by completing the requirements for the associate degree and earning a minimum of 16 hours beyond the number of hours required in the bachelor's degree. Associate degree graduates may earn a second associate degree by completing all the requirements for the second associate degree and earning a minimum of 16 hours beyond the first associate degree.

**Online Education**
The Southern Association of Colleges and Schools' Commission on Colleges has authorized The Baptist College of Florida to offer online and at its distance sites (Orlando, Jacksonville, and Pensacola) the following degrees: Associate of Divinity, Ministry Studies (B.A.), and Christian Studies (B.A.). Jenzabar, Inc., a popular and leading provider of software, services, and strategies for 700 higher education institutions, is the vehicle used to provide online learning opportunities to our students. A distance student who takes a full load is often able to graduate with a Bachelor's degree in eight semesters. A student in a major other than the three named above may take up to but not more than twenty-nine (29) hours of his/her degree plan online. If a student in a degree/major other than the three named above moves off-campus, he/she must be granted permission from the Registrar's Office to remain in his/her current degree based on staying within the online course hours limit above or must change to one of the three degrees approved for online study.

**CERTIFICATES OF RECOGNITION**
The college offers two types of certificates of recognition. The Certificate in Biblical Studies involves two and three-semester-hour courses and is for students who are on-campus. The Church Training Certificates consist of one-semester-hour courses and are specifically for the college's certificate program in churches and associations. The purpose of these certificates is to provide basic training for church workers but does not warrant graduation from the college. Interested persons should see page 8 for admission information.

**CERTIFICATE IN BIBLICAL STUDIES**
Any 24 hours in Bible-related courses

**CHURCH TRAINING CERTIFICATES**
The following five certificates are available in approved churches, associations, and other sites across Florida to provide training for laypersons and other church leaders. Each certificate consists of eight one-semester-hour courses that can be used in the future as elective credit toward a major if a student desires.

**The Biblical Ministry Certificate**
The purpose of the Biblical Ministry Certificate is to provide basic training for ministers and local church leaders in the Bible and general church ministry.

- CRT 101. Introduction to Old Testament Study
- CRT 102. Introduction to New Testament Study
- CRT 120. Hermeneutics: Interpreting the Bible
- CRT 123. Evangelism and Discipleship in the Church
- CRT 124. Baptist Doctrine
- CRT 125. Church History
- CRT 126. The Church and Missions
- CRT 127. Apologetics: Defending the Faith

**The Biblical Teaching Certificate**
The purpose of the Biblical Teaching Certificate is to provide supplemental training for ministers and local church leaders in biblical interpretation and instruction.

- CRT 111. Introduction to Old Testament Study: The Historical Books
- CRT 112. Introduction to Old Testament Study: The Prophets
- CRT 113. Introduction to Old Testament Study: The Writings
- CRT 115. Introduction to New Testament Study: The Life and Letters of Paul
- CRT 120. Hermeneutics: Interpreting the Bible
- CRT 121. Old Testament Book Study: (Choose One) Genesis, Joshua, Job, Psalms, Isaiah, Amos, Malachi, Winter Bible Study or
- CRT 122. New Testament Book Study: (Choose One) Mark, John, Acts, Romans, Galatians, Hebrews, 1 John, Revelation, Winter Bible Study

**The Christian Education Certificate**
The purpose of the Christian Education Certificate is to provide supplemental training for ministers and local church leaders in Baptist church programs, church administration, church growth, teaching methods, and leadership development.

- CRT 124. Baptist Doctrine
- CRT 131. Principles of Teaching and Learning
- CRT 132. Personal Leadership Skills
- CRT 133. Church Administration
- CRT 134. Discipling Church Members
- CRT 135. Developing Leaders in the Church
- CRT 136. Southern Baptist Curriculum and How to Use it
- CRT 137. Developing a Bible Teaching Program

**The Pastoral Ministry Certificate**
The purpose of the Pastoral Ministry Certificate is to provide supplemental training for ministers in the areas of pastoral work, doctrine, biblical interpretation, and Christian education.

- CRT 101. Introduction to Old Testament Study
- CRT 102. Introduction to New Testament Study
- CRT 120. Hermeneutics: Interpreting the Bible
- CRT 121. Old Testament Book Study: (Choose One) Genesis, Joshua, Job, Psalms, Isaiah, Amos, Malachi, Winter Bible Study or
- CRT 122. New Testament Book Study: (Choose One) Mark, John, Acts, Romans, Galatians, Hebrews, 1 John, Revelation, Winter Bible Study
- CRT 123. Evangelism and Discipleship in the Church
- CRT 124. Baptist Doctrine
- CRT 141. Introduction to Preaching
- CRT 142. Introduction to Christian Education
The Church Planting Certificate
The purpose of the Church Planting Certificate is to provide training for pastors and church leaders in church planting.

CRT 123. Evangelism and Discipleship in the Church
CRT 124. Baptist Doctrine
CRT 141. Introduction to Preaching
CRT 150. Introduction to Ministry
CRT 151. Church Planting 1
CRT 152. Church Planting 2
CRT 153. Church Planting 3
CRT 154. Church Planting 4

GRADUATION REQUIREMENTS
BY DEGREE / MAJOR
Each student should comply with the requirements in effect (as stated in the catalog) at the time of his or her initial enrollment. If a student withdraws from the college for a year or more and then returns, he or she is subject to the academic requirements stated in the catalog at the time of re-entry.

BCF FOUNDATIONAL CURRICULUM
BCF has developed foundational curriculum in the General Education and Biblical/Theological areas of study to provide a foundation for the following degree programs. Each degree program requires 33 hours of General Education foundation and 18 hours of Biblical/Theological foundation in addition to each degree's specific requirements. The foundational curriculum is listed below.

BCF General Education Foundation Competencies/Outcomes
Upon completion of the foundational studies in General Education, students shall be able to...

Communication
1. Read, write, and speak standard American English with coherence, purpose, and effectiveness-including formal speeches exhibiting these characteristics.
2. Write expository essays, argumentative essays, and narrative essays.
3. Write and document research papers using Chicago Style (Turabian), MLA, or APA.
4. Effectively and efficiently obtain, organize, and utilize information from traditional and emerging information sources.
5. Utilize databases to find and retrieve information.
6. Identify relevant sources using critical thinking skills.

Technology
7. Use information technology effectively in the areas of online research, word processing, electronic spreadsheets, presentation graphics, database management, desktop publishing, and e-mail correspondence.

Mathematics
8. Analyze quantitative information, in written and numerical form.
9. Use mathematical skills and tools in the aid of critical thinking necessary to reach valid conclusions.

History
10. Demonstrate a basic knowledge of the past acquired through the study of American, European, and/or World history.
11. Investigate, analyze, and interpret historical documents.
12. Demonstrate critical thinking skills necessary to understanding and interpreting the past.

Science
13. Demonstrate a fundamental knowledge of biology, earth science, and/or physical science.
14. Use logical reasoning skills, scientific problem-solving skills and utilize technology to conduct scientific investigation.
15. Investigate scientific phenomena, interpret investigative findings, and communicate such data to others.

Humanities
16. Demonstrate a general knowledge of music, visual arts, literature, and the cultural history of the western world.
17. Recognize the cultural and historical connections in music, visual arts, and literature.
18. Demonstrate a knowledge of the aesthetic and critical analysis of music and visual arts.

Social Science
19. Acquire a general knowledge of human behavior both as individuals and in groups.
20. Demonstrate a knowledge of the major theories and findings regarding human behavior and social institutions.
21. Analyze and describe human behavior from diverse psychological, social and cultural perspectives.
22. Evaluate social science theories from a biblical worldview.

GENERAL EDUCATION FOUNDATION

Communications (9 hours)
- ENG 151. Introduction to College Composition (3 hours)
- ENG 152. Intermediate College Composition (3 hours)
- COM 200. Introduction to Speech Communication (3 hours)

Humanities/Fine Arts (6 hours)
- HUM 103. The Humanities: Ancient to Medieval OR HUM 104. The Humanities: Renaissance to Twentieth Century
- HUM 101. Appreciation of the Arts OR HUM 102. Applied Humanities any ensemble, any applied music course by audition, MT 100, MU 330, MU 201, MU 301, MU 303 (3 hours) AND

Mathematics (3 hours)
- MA 130. Business Mathematics OR equivalent OR higher (according to major) (3 hours)

History (6 hours)
- HI 211. Western Civilization: Earliest Times to 1700 and HI 212. Western Civilization: 1700 to Present
- HI 223. American History: Age of Exploration to Reconstruction and HI 224 American History: Reconstruction to Present OR MH 403: Music History and Literature: Antiquity to Baroque and MH 404. Music History and Literature: Classical to Twentieth Century (according to major) (6 hours)

Science (3 hours)
- SCI 201. Introduction to Biological Science OR SCI 202. Introduction to Earth Science OR SCI 203. Physical Science OR MV 410. Anatomy and Physiology of the Vocal Mechanism (according to major) (3 hours)

Psychology (3 hours)
- PSY 201. General Psychology (3 hours)

Technology (3 hours)
- IT 202. Information Technology Applications OR EDU 2040. Information Technology for Educators OR MU 202. Technology for Music Ministry OR MUE 360. Technology for the Music Classroom: K-12 (according to major) (3 hours)

TOTAL 33 SEM/HOURS

BCF Biblical/Theological Foundation Outcomes
Upon completion of the Biblical/Theological Foundation, students shall demonstrate foundational knowledge and comprehension of:
Biblical Area
2. The context of Scripture, focusing on the places, cultures, and peoples of the Bible.
3. The biblical texts as literature in terms of canon, genres, authors, audiences, dates, and occasions.

Worldview Area
4. The definition and nature of a Christian worldview as contrasted with alternative worldviews and the process of evaluating contemporary issues confronting the church by means of the biblical worldview.

Ministry Area
5. The essential disciplines required for spiritual health.
6. The practice of personal disciple-making.
7. Southern Baptist polity, organization, history, and commitment to global missions.
8. The nature and work of the local church with a commitment to ministry and leadership.

BIBLICAL/THEOLOGICAL FOUNDATION

Biblical Foundation (9 hours)
- BF 101. Old Testament Survey I (3 hours)
- BF 102. Old Testament Survey II (3 hours)
- BF 103. New Testament Survey (3 hours)

Philosophy (3 hours)
- PHI 101. Introduction to Christian Worldview (3 hours)

Spiritual Formation (2 hours)
- SF 101. Fundamentals of Spiritual Formation (2 hours)

Evangelism (2 hours)
- EV 201. Personal Evangelism (2 hours)

Leadership (2 hours)
- LA 103. Southern Baptist Life and Work (2 hours)

TOTAL.................................................................18 SEM/HOURS

BIBLICAL STUDIES
(Bachelor of Arts)

Designed to provide an undergraduate biblical foundation for students preparing to continue their education at the graduate level to obtain ministry skills and for students desiring to continue in graduate studies in biblical literature.

GENERAL EDUCATION

FOUNDATION.................................................................33 SEM/HOURS

Specializations within General Education Foundation
- HI 211 and HI 212

Additional Requirements..................................................3 SEM/HOURS
- PSY 310. Psychology of Learning and Teaching OR
  - EDU 2010. Psychology of Teaching and Learning

BIBLICAL/THEOLOGICAL FOUNDATION.................................................................18 SEM/HOURS

MAJOR........................................................................53 SEM/HOURS
- BI 201. Old Testament Backgrounds (2 hours)
- BI 202. New Testament Backgrounds (2 hours)
- BI 212. Biblical Hermeneutics (3 hours)
- CE 301. Principles of Teaching (3 hours)
- HEB 201 and 202 OR GRK 201 and 202 (6 hours)
- PHI 301. Problems in Philosophy (3 hours)
- OT 301. The Doctrine of Creation (3 hours)
- OT 331. Old Testament Theology (2 hours)
- OT 332. Old Testament Prophecy (2 hours)
- OT 441. Genesis (2 hours)
- OT 445. Deuteronomy (2 hours)
- OT 451. Psalms (2 hours)
- NT 321. The Life of Jesus (3 hours)
- NT 322. The Life of Paul (3 hours)
- NT 331. New Testament Theology (2 hours)
- NT 455. James (2 hours)
- NT 458. Revelation (3 hours)
- OT or NT Electives (6 hours) (or an additional six hours of a biblical language)
- BF 490. Biblical Studies Integration (2 hours)

GENERAL ELECTIVES .................................................................15 SEM/HOURS

TOTAL........................................................................122 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

BUSINESS LEADERSHIP
(Bachelor of Arts)

Designed to provide graduates with the values and skills necessary to guide the business operations of the church or the marketplace.

GENERAL EDUCATION FOUNDATION.................................................................33 SEM/HOURS

Specializations within General Education Foundation
- MA 230. College Algebra
- IT 202. Information Technology Applications

BIBLICAL/THEOLOGICAL FOUNDATION.................................................................18 SEM/HOURS

Additional Requirements..................................................8 SEM/HOURS
- BI 212. Biblical Hermeneutics (3 hours)
- OT/NT Bible Book Study (3 hours)
- PHI 402. Contemporary Ethical Issues (2 hours)

MAJOR........................................................................51 SEM/HOURS

- BUS 201. Principles of Accounting (3 hours)
- BUS 205. Managerial Accounting (3 hours)
- STA 300. Statistics (3 hours)
- STA 301. Statistics Laboratory (1 hour)
- BUS 301. Accounting I (3 hours)
- BUS 302. Accounting II (3 hours)
- BUS 303. Introduction to Business (3 hours)
- BUS 310. Business Finance (3 hours)
- BUS 315. Economics I (3 hours)
- BUS 401. Business Law and Ethics (3 hours)
- BUS 402. Economics II (3 hours)
- BUS 405. Business Management (3 hours)
- BUS 408. Personal Finance (3 hours)
- BUS 410. Business Communication and Marketing (3 hours)
- BUS 415. Not for Profit Business (2 hours)
- BUS 416. Federal and State Tax Issues (3 hours)
- BUS 417. Cases in Business Ethics (3 hours)
- BUS 420. Business Internship (3 hours)

GENERAL ELECTIVES .................................................................10 SEM/HOURS

TOTAL........................................................................120 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.
CHRISTIAN COUNSELING  
**(Bachelor of Arts)**

The mission of the Christian Counseling major is to affect a Christian worldview undergraduate education that prepares the student to be a gospel witness to the world and his/her profession, to be able to pursue a graduate degree in mental-health science, to be able to enter the mental-health science field at an entry level, to be motivated to be a Christian healer, and to be a discipler of mental-health concerns in churches and communities.

**GENERAL EDUCATION**

**FOUNDATION** ............................................................. 33 SEM/HOURS

Specializations within General Education Foundation

- STA 300
- HI 211 and HI 212 (preferred) OR HI 223 and HI 224
- SCI 201 (preferred), OR SCI 202, OR SCI 203
- IT 202

Additional Requirements .................................................. 1 SEM/HOUR

- STA 301. Statistics Lab (1 hour)

**BIBLICAL/THEOLOGICAL**

**FOUNDATION** ............................................................. 18 SEM/HOURS

**MAJOR** ........................................................................ 59 SEM/HOURS

Biblical/Theological Concentration (21 hours)

- BI 212. Biblical Hermeneutics (3 hours)
- Any 12 hours of BI, OT, and NT courses (12 hours)
- OT 301. Doctrine of Creation, OT 441. Genesis, and NT 451. Prison Epistles suggested in this twelve hours)

- TH 301. Christian Doctrine I (3 hours)
- TH 302. Christian Doctrine II (3 hours)

Christian Counseling Concentration (38 hours)

- PSY 101. The Christian Counseling Community Mission Program (0 hours)
- PSY 201. General Psychology (included in General Education Foundation)
- PSY 300. The Christian Marriage (2 hours)
- PSY 302. Psychology of Parenting (2 hours)
- PSY 303. Premarital and Marital Counseling (2 hours)
- PSY 307. Developmental Psychology (3 hours)
- PSY 310. The Psychology of Learning and Teaching (3 hours)
- PSY 330. Marriage and Family-Life Education (2 hours)
- PSY 340. Theories of Counseling (2 hours)
- PSY 370. Mental Disorders and Their Treatments (3 hours)
- PSY 380. Tests and Measurement (3 hours)
- PSY 390. Introduction to Psychotherapy OR PSY 402. The Art of Counseling (3 hours)
- PSY 400. Experimental Psychology (3 hours)
- PSY 430. Case Management (3 hours)
- PSY 440. Counseling Practicum (4 hours)
- PSY 490. Senior Research Project (3 hours)

**GENERAL ELECTIVES** .................................................. 9 SEM/HOURS

**TOTAL** ........................................................................ 120 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p.19) must take IT 101.

CHRISTIAN STUDIES  
**(Bachelor of Arts)**

The Christian Studies major is designed to provide students who have completed an Associate of Arts degree from regionally accredited community colleges with an opportunity for ministerial training on the baccalaureate level and to prepare them for church-related ministry of various types and for seminary or graduate school.

**ASSOCIATE OF ARTS DEGREE**  
*(from regionally accredited institutions)* ............... 60 SEM/HOURS

Degree must include a minimum of 30 hours of General Education including at least:

- 3 hours of Literature/Humanities
- 3 hours of Social/Behavioral sciences
- 3 hours of Science/Mathematics
- 3 hours of Information Technology

**BIBLICAL/THEOLOGICAL**

**FOUNDATION** ............................................................. 18 SEM/HOURS

**MAJOR** ........................................................................ 40 SEM/HOURS

- BI 212. Biblical Hermeneutics (3 hours)
- BI, OT, and NT courses (15 hours)
- HI, PHI, TH Courses (upper-level) (12 hours)
- Practical Ministry Courses (CE, EV, LA, MI, MM, PR, PSY)
- STM, WS) (10 hours)

**GENERAL ELECTIVES**  
*(must be upper level)* .................................................. 2 SEM/HOURS

**TOTAL** ........................................................................ 120 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p.19) must take IT 101.

ENGLISH  
**(Bachelor of Arts)**

The major in English is designed to open many avenues of Christian service as well as to provide foundational courses for a graduate degree in English.

**GENERAL EDUCATION** .................................................. 33 SEM/HOURS

Specializations within General Education Foundation

- HUM 103. The Humanities: Ancient to Medieval AND HUM 104. The Humanities: Renaissance to Twentieth Century OR 3 hours of Humanities and
- ENG 221: Survey of World Literature.
- IT 202. Information Technology Applications (3 hours)

Additional Requirements .................................................. 15 SEM/HOURS

- COM 202. Communication for the Workplace (3 Hours)
- ENG 222. Survey of American Literature (3 hours)
- ENG 223. Survey of English Literature (3 hours)
- Any foreign language or approved courses (6 hours)

**BIBLICAL/THEOLOGICAL**

**FOUNDATION** ............................................................. 18 SEM/HOURS

**MAJOR** ........................................................................ 36 SEM/HOURS

Select 36 hours of English (ENG) courses

- ENG 224. Survey of Christian Literature (3 hours)
ENGLISH SECONDARY EDUCATION
(Bachelor of Arts)

The major in Secondary Education is designed to prepare a person to teach in a specialization (English) in grades 6-12 (middle and/or senior high school) in public or private school fields. For professional certification, one should consult BCF’s Teacher Education Division as well as the state board of education for requirements for teaching in a particular state.

GENERAL EDUCATION FOUNDATION..................................33 SEM/HOURS

Specializations within the General Education Foundation:

HI 222. American History: Age of Exploration to Reconstruction (3 hours)
HI 224. American History: Reconstruction to Present (3 hours)
MA 230. College Algebra (3 hours)
IT 202. Information Technology Applications (3 hours)
SCI 201. Introduction to Biological Science (3 hours)

Additional Requirements..................................................15 SEM/HOURS

MA 210. Geometry (3 hours)
MA 220. Finite Mathematics (3 hours)
SCI 202. Introduction to Earth Science (3 hours)
SCI 203. Physical Science (3 hours)
HI 211. Western Civilization: Earliest Times to 1700 (3 hours)
OR HI 212. Western Civilization: 1700 to Present (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION...................................18 SEM/HOURS

MAJOR ........................................................................66 SEM/HOURS

Professional Education

EDU 1030. Philosophy of the Christian School Movement (2 hours)
EDU 2005. Foundations and Curriculum of Education (3 hours)
EDU 2010. Psychology of Teaching and Learning (3 hours)
EDU 3000F. General Methods of Teaching (3 hours)
EDU 3010F. Classroom Management (3 hours)
EDU 3015F. Survey of Special Education (3 hours)
EDU 3020. Measurement and Evaluation (3 hours)
ESOL 3701F. Teaching Diverse Populations (3 hours)
ESOL 3710F. ESOL Curriculum and Methods (3 hours)
EDU 4500. Materials and Methods for Teaching English (3 hours)
EDU 4090F. Education Internship (10 hours)
EDU 4505. Teaching Reading at the Secondary Level (3 hours)

English Education (Select 12 hours, not including General Education Foundation ENG course)

ENG 221. Survey of World Literature (3 hours)
ENG 222. Survey of American Literature (3 hours)
ENG 223. Survey of English Literature (3 hours)
ENG 320. Advanced Grammar (3 hours)
ENG 410. Advanced Composition: Theory and Practice (3 hours)

Select 12 hours of additional English courses, with at least six of which are at either the 300 or the 400-level

ENG 224. Survey of Christian Literature (3 hours)
ENG 310. American Prose Writers: World War I – Present (3 hours)
ENG 315. Creative Fiction (3 hours)
ENG 325. British and American Literature: 1660-1800 (3 hours)
ENG 405. History of the English Language (3 hours)
ENG 410. Advanced Composition: Theory and Practice (3 hours)
ENG 415. Shakespeare I: Histories and Comedies (3 hours)
ENG 416. Shakespeare II: Tragedies and Romances (3 hours)
ENG 420. Nineteenth-century British Novels (3 hours)
ENG 421. British Romantic Literature (3 hours)
ENG 423. Twentieth Century British Literature (3 hours)
ENG 425. Studies in the Short Story (3 hours)
ENG 430. Creative Nonfiction: Writing About Spiritual Experience (3 hours)

TOTAL HOURS .........................................................132 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

HISTORY AND SOCIAL STUDIES
(Bachelor of Arts)

The History and Social Studies major is designed to provide a foundation for continued study in history at the graduate level. Those who hold this degree and a Florida Teacher's certification may also teach Social Studies in Florida secondary education schools.

GENERAL EDUCATION FOUNDATION..................................33 SEM/HOURS

Specializations within General Education Foundation

HI 211. Western Civilization: Earliest Times to 1700 (3 hours)
HI 212. Western Civilization: 1700 to Present (3 hours)
HUM 101. Appreciation of the Arts AND one Literature Survey Course
OR HUM 103. The Humanities: Ancient to Medieval
AND HUM 104. The Humanities: Renaissance to Twentieth Century (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION...................................18 SEM/HOURS

MAJOR ........................................................................52 SEM/HOURS

Professional Education

COM 202. Communication for the Workplace (3 hours)
HI 200. History of Economic Thought (3 hours)
HI 223. American History: Age of Exploration to Reconstruction (3 hours)
HI 224. American History: Reconstruction to Present (3 hours)
HI 225. U. S. Government (3 hours)
HI 303. English History (3 hours)
HI 304. Christian History (3 hours)
HI 306. Geography (3 hours)
Academics

examination (p. 19) must take IT 101.

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

HISTORY AND SOCIAL STUDIES SECONDARY EDUCATION (Bachelor of Arts)

The major in History and Social Studies Education is designed to prepare a person to teach in a specialization (Social Studies) in grades 6-12 (middle and/or senior high school) in public or private school fields. For professional certification, one should consult BCF’s Teacher Education Division as well as the state board of education for requirements for teaching in a particular state.

GENERAL EDUCATION

FOUNDATION .............................................................33 SEM/HOURS

Specializations within General Education Foundation
HI 223. American History: Age of Exploration to Reconstruction (3 hours)
HI 224. American History: Reconstruction to Present (3 hours)
HUM 101. Appreciation of the Arts (3 hours) AND one Literature Survey Course
EDU 2040. Information Technology for Educators (3 hours)
MA 230. College Algebra (3 hours)
SCI 201. Introduction to Biological Science (3 hours)

Additional Requirements..............................................15 SEM/HOURS
HI 211. Western Civilization: Earliest Times to 1700 (3 hours)
MA 210. Geometry (3 hours)
MA 220. Finite Mathematics (3 hours)
SCI 202. Introduction to Earth Science (3 hours)
SCI 203. Physical Science (3 hours)

BIBLICAL/THEOLOGICAL

FOUNDATION .............................................................18 SEM/HOURS

MAJOR ........................................................................59 SEM/HOURS

Professional Education Requirements
EDU 1030. Philosophy of the Christian School Movement (2 hours)
EDU 2005. Foundations and Curriculum of Education (3 hours)
EDU 2010. Psychology of Teaching and Learning (3 hours)
EDU 3000F. General Methods of Teaching (3 hours)
EDU 3010F. Classroom Management (3 hours)
EDU 3015F. Survey of Special Education (3 hours)
EDU 3020. Measurement and Evaluation (3 hours)
ESOL 3701F. Teaching Diverse Populations (3 hours)
EDU 4025F. Teaching Social Studies in Elementary and Middle School (3 hours)
EDU 4090F. Education Internship (10 hours)

Social Studies Requirements
HI 200. History of Economic Thought (3 hours)
HI 212. Western Civilization: 1700 to Present (3 hours)
HI 225. U.S. Government (3 hours)
HI 306. Geography (3 hours)
HI 410. History of the Middle East (3 hours)
MI 404. World Religions (2 hours)
SOC 201. Introduction to Sociology (3 hours)

TOTAL HOURS ........................................................................125 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

LEADERSHIP AND CHRISTIAN EDUCATION (Bachelor of Arts)

The major in Leadership and Christian Education is designed for anyone in Christian leadership roles and Christian service such as pastors, staff members, denominational ministers and other Christian ministry leaders that may function outside of but in support of the local church. The program of study emphasizes biblical foundations, practical and theoretical ministry skills and leadership theory and skills.

GENERAL EDUCATION

FOUNDATION .............................................................33 SEM/HOURS

Specializations within General Education Foundation
MA 220 (required)
HI 211 and HI 212 (required)
IT 202 (required)

BIBLICAL/THEOLOGICAL

FOUNDATION .............................................................18 SEM/HOURS

MAJOR ........................................................................65 SEM/HOURS

Biblical/Theological Core (36 Hours)
BI 212. Biblical Hermeneutics (3 hours)
Old or New Testament Bible Book Studies (9 hours)
CE 201. Bible Study Ministries of the Church (2 hours)
HI 304. Christian History (3 hours)
LA 102. Biblical Foundations of Leadership (3 hours)
LA 202. Church Staff Relations (3 hours)
MI 202. Introduction to Christian Missions (2 hours)
PHI 301. Problems in Philosophy (3 hours)
PSY 300, 303, or 330 (3 hours)
TH 301. Christian Doctrine I (3 hours)
TH 302. Christian Doctrine II (3 hours)

(Choose one of the following concentrations)

Church Administration Concentration (29 hours)
LA 200. The Ministry of Leadership (3 hours)
LA 201. Leadership for Church Growth (3 hours)
LA 302. Change and Conflict Management (2 hours)
LA 303. Team Ministry (2 hours)
LA 305. Visionary Leadership (2 hours)
LA 320. Church Business Administration (2 hours)
LA 401. Leadership Internship (3 hours)
LA 410. Leadership Integration (2 hours)
LA 450. Leadership Dynamics of Organizations (2 hours)
PMM 200. Ministerial Ethics (2 hours)
LA, CE or BUS Electives (6 hours)
Academics

**MINISTRY**

(Bachelor of Arts)

The Ministry major is designed to equip students for pastoral ministry, church-related ministry of various types, and for seminary or graduate school.

**GENERAL EDUCATION FOUNDATION** ................................................................. 33 SEM/HOURS

Specializations within General Education Foundation

- HI 211 and HI 212 OR HI 223 and HI 224
- IT 202

**MAJOR.................................................................66 SEM/HOURS**

Biblical/Theological Core (38 hours)

- BI 212. Biblical Hermeneutics (3 hours)
- BI, OT and NT Courses (15 hours)
  - With General Ministry and Pastoral Ministry Concentrations: 6 hours of HEB 201 and 202 or GRK 201 and 202
- With Media Ministry Concentration: 15 hours of any BI, OT or NT courses

- HI 304. Christian History (3 hours)
- HI 405. History of Southern Baptists (3 hours)
- PHI 402. Contemporary Ethical Issues (2 hours)
- TH 301. Christian Doctrine I (3 hours)
- TH 302. Christian Doctrine II (3 hours)
- TH 403. Apologetics (2 hours)
- EV 302. Leading a Church in Evangelism (2 hours)
- MI 202. Introduction to Christian Missions (2 hours)

**Concentration (28 hours)**

(Choose one of the following)

General Ministry Concentration (28 hours)

- CE 201. The Bible Study Ministries of the Church
- CE 202. The Discipleship and Missions Ministries of the Church (2 hours)
- LA 200. The Ministry of Leadership (3 hours)
- MI 311. Church Planting (3 hours)
- MI 404. World Religions OR MI 405. American Cults and Sectarian Groups (2 hours)
- PM 210. Introduction to Pastoral Ministry OR other approved course (2 hours)
- PM 211. Pastoral Leadership OR other approved course (2 hours)

Choose one of the following three options to total 8 hours:

- PR 220. Preparing Expository Sermons; PR 320. Contemporary Bible Exposition (8 hours)
- EDU 2010. Psychology of Teaching and Learning OR PSY 310. The Psychology of Learning and Teaching (3 hours)
- LA 200. The Ministry of Leadership (3 hours)
- LA 320. Church Business Administration (2 hours)
- STM 310. Basic Ministry to Students (3 hours)
- CE, EV, LA or MI upper level electives (2 hours)

**Pastoral Ministry Concentration (28 hours)**

- CE 201. The Bible Study Ministries of the Church
- CE 202. The Discipleship and Missions Ministries of the Church (2 hours)
- LA 200. The Ministry of Leadership (3 hours)
- MI 311. Church Planting (3 hours)
- MI 404. World Religions OR MI 405. American Cults and Sectarian Groups (2 hours)
- PSY 403. Pastoral Counseling (3 hours)
- PM 210. Introduction to Pastoral Ministry (2 hours)
- PM 211. Pastoral Leadership (2 hours)
- PR 220. Preparing Expository Sermons (3 hours)
- PR 230. Preaching Practicum (3 hours)
Academics

examination (p. 19) must take IT 101.

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

GENERAL ELECTIVES ................................................... 3 SEM/HOURS

TOTAL ........................................................................ 120 SEM/HOURS

MINISTRY STUDIES
(Bachelor of Arts)

The Ministry Studies major is designed to equip students for various church-related ministries, other ministry roles, and for seminary or graduate school. The major is designed for the student who needs some flexibility in the required program of study.

GENERAL EDUCATION FOUNDATION ............................................................. 33 SEM/HOURS

BIBLICAL/THEOLOGICAL FOUNDATION ............................................................. 18 SEM/HOURS

MAJOR ........................................................................ 53 SEM/HOURS

BI 212. Biblical Hermeneutics (3 hours)
BI, OT, and NT Courses (18 hours)
Hi, PHl, TH Courses (upper-level) (12 hours)
Practical Ministry Courses (CE, EV, LA, MI, MM, PM, PR, PSY, STM, WS) (20 hours)

GENERAL ELECTIVES ..................................................... 16 SEM/HOURS

TOTAL HOURS ................................................................. 120 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

MISSIONS
(Bachelor of Arts)

The Missions major is designed to provide undergraduate preparation for both career missionary service and for leadership of churches in missions and to equip students for various types of missions work throughout North America and the world and for graduate study in missions and/or related fields.

GENERAL EDUCATION FOUNDATION ............................................................. 33 SEM/HOURS

Specializations within General Education Foundation
HI 211 and HI 212
IT 202

BIBLICAL/THEOLOGICAL FOUNDATION ............................................................. 18 SEM/HOURS

MAJOR ........................................................................ 67 SEM/HOURS

Missions Core (47 hours)
BI 212. Biblical Hermeneutics (3 hours)
BI, OT, and NT Courses (9 hours)
MI 202. Introduction to Christian Missions (2 hours)
MI 205. History of Christian Missions (2 hours)
MI 301. Life on the Mission Field (2 hours)
MI 306. Cross-cultural Ministry (2 hours)
MI 311. Church Planting (3 hours)
MI 401. Missions Coordination in the Local Church (3 hours)
MI 404. World Religions (2 hours)
MI 410. Contemporary Strategies in Missions (3 hours)
EV 302. Leading a Church in Evangelism (2 hours)
TH 301. Christian Doctrine I (3 hours)
TH 302. Christian Doctrine II (3 hours)
TH 403. Apologetics (2 hours)
HI 304. Christian History (3 hours)
HI 405. History of Southern Baptists (3 hours)

Six hours of either of the following:

Preaching:
PR 220. Preparing Expository Sermons (3 hours)
PR 230. Preaching Practicum (3 hours)

Women's Studies:
WS 303. Theological Speech for Women (2 hours)
WS 301. Ministry Skills for Women (2 hours)
WS 302. Theological Speech for Women (2 hours)

Education:
EDU 2010. Psychology of Teaching and Learning OR
PSY 310. The Psychology of Teaching and Learning (3 hours)
CE 301. Principles of Teaching (3 hours)

Missions Practica (9 hours of the following)
MI 321. Florida Church Starting Practicum (6 hours)
MI 322. North American Missions Practicum I (3 hours)
MI 323. North American Missions Practicum II (3 hours)
MI 324. International Missions Practicum I (3 hours)
MI 325. International Missions Practicum II (3 hours)
MI 419. Short-term Missions Internship (1-6 hours)
MI 420. Summer Missions Internship (6 hours)
MI 421. Semester Missions Internship (9 hours)

Missions Electives (5 hours of the following)
Any MI, EV, PM, CE, LA, MI, PR, PSY, GRK, HEB courses with approval

GENERAL ELECTIVES ............................................................. 6 SEM/HOURS

TOTAL ........................................................................ 124 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

ELEMENTARY EDUCATION
(Bachelor of Arts)

The major in Elementary Education is designed to prepare an individual for teaching kindergarten through 6th grade in the public or private school field.

GENERAL EDUCATION FOUNDATION ............................................................. 33 SEM/HOURS

Specializations within General Education Foundation
MA 230. College Algebra (3 hours)
SCI 201. Introduction to Biological Science (3 hours)
**Academics**

The Bachelor of Arts in Contemporary Worship Ministry degree is designed to prepare graduates for successful roles as contemporary worship leaders, ministers of music, music media and technology ministers, or Christian artists and performers.

**GENERAL EDUCATION**

**FOUNDATION** ............................................................. 33 SEM/HOURS

Specializations within General Education Foundation

- MH 403. Music History: Antiquity through Baroque (3 hours)*
- MH 404. Music History: Classical through 20th Century (3 hours)*
- MV 410. Anatomy and Physiology of the Vocal Mechanism (3 hours)
- MU 202. Technology for Music Ministry (3 hours) OR MUE 360. Technology for the Music Classroom (3 hours)

**BIBLICAL/THEOLOGICAL**

**FOUNDATION** ............................................................. 18 SEM/HOURS

MAJOR ........................................................................ 69 SEM/HOURS

**SPECIAL MUSIC REQUIREMENTS**

Applies to all music degrees which follow

**Applied Music Examination (Jury)**

All music majors taking private lessons must participate in a jury examination for the music faculty.

**Ensembles**

All full-time music majors must be enrolled in an ensemble every semester based on their principal performing area. Voice principals must be enrolled in a choral ensemble each semester. Instrumental principals must be enrolled in an instrumental ensemble each semester. Keyboard principals will be given latitude on ensemble selection based on interest. Guitar principals must enroll in the Guitar Ensemble each semester beginning with the sophomore level of applied study (MUS 250I).

**Piano Proficiency**

All music majors are required to pass all components of the piano proficiency prior to upper-level applied study. Students who cannot pass the proficiency skills may enroll in Piano Proficiency Skill classes. Students must enroll in the appropriate piano proficiency class until all proficiencies have been passed.

**Recital**

Students must be enrolled in applied music in order to present a senior recital.

**Recital Attendance**

Each semester enrolled, music majors must attend a minimum of 80% of all recitals. Music students will automatically be enrolled in MUS 101. Recital Lab.

**Upper Level Evaluations**

This evaluation will take place no sooner than a student’s fourth semester of private performance area instruction. It will replace the end of semester jury examination.

Upper Level Examinations will include the following:

1. Performance in the student’s performing area (BA students—20 minutes; BME students—15 minutes; CWM students—10 minutes). Students must bring an original score and a copy for each member of the faculty jury.
2. An examination of the historical background, musical analysis, and pedagogical considerations of the Upper Level program.
3. Program notes covering all literature in the Upper Level program.
4. A sight-singing exam.
5. Vocalists will be asked to play a vocal line from their literature.
6. Instrumentalists will be asked to sight read from literature for their instrument.

The music faculty will recommend that a student continue as a music major in a chosen performance area based on performance in music classes, lessons, juries, and successful completion of all components of the Upper Level Examination.

Transfer students will enter the evaluation process at a time equivalent to that of BCF students. Transfer students who enter the junior level must complete the Upper-Level Evaluation during their first semester of study at BCF.

**CONTEMPORARY WORSHIP MINISTRY**

(Bachelor of Arts)

The Bachelor of Arts in Contemporary Worship Ministry degree is designed to prepare graduates for successful roles as contemporary worship leaders, ministers of music, music media and technology ministers, or Christian artists and performers.

**GENERAL EDUCATION**

**FOUNDATION** ............................................................. 33 SEM/HOURS

Specializations within General Education Foundation

- MH 403. Music History: Antiquity through Baroque (3 hours)*
- MH 404. Music History: Classical through 20th Century (3 hours)*
- MV 410. Anatomy and Physiology of the Vocal Mechanism (3 hours)
- MU 202. Technology for Music Ministry (3 hours) OR MUE 360. Technology for the Music Classroom (3 hours)

**BIBLICAL/THEOLOGICAL**

**FOUNDATION** ............................................................. 18 SEM/HOURS

MAJOR ........................................................................ 69 SEM/HOURS
### Music Core (46 hours)

- MT 101. Elementary Harmony (3 hours)
- MT 102. Intermediate Harmony (3 hours)
- MT 103. Sight Singing Ear Training I (1 hour)
- MT 104. Sight Singing Ear-Training II (1 hour)
- MT 201. Advanced Harmony I (3 hours)
- MT 202. Advanced Harmony II (3 hours)
- MC 210. Basic Conducting (3 hours)
- MC 310. Advanced Choral Conducting and Literature (3 hours)
- MC 410. Advanced Instrumental Conducting and Literature (3 hours)
- MH 201. Music Literature (2 hours)
- MH 403. Music History: Antiquity through Baroque (3 hours)*
- MH 404. Music History: Classical through 20th Century (3 hours)*
- Applied Principal - Guitar, Organ, Piano, Voice, Instrumental (6 hours)
- Applied Secondary - Guitar, Organ, Piano, Voice, Instrumental (4 hours)
- ME Music Ensemble 8 semester hours according to principal (8 hours)**
- Music Electives (6 hours)**
  - For all students whose principal performing area is piano, 4 hours must be chosen from MP 205 - Accompanying/Chamber Music, MP 206 - Piano Ensemble, or MP 305 - Service Playing.
- MUS 101. Recital Lab Every Semester Enrolled as a Music Major (0 hours)

### Concentration (23 hours)

Choose one of the following

#### Contemporary Worship Ministry Concentration (23 hours)

- MU 201. Introduction to Church Music (2 hours)
- MU 301. Music in Worship (2 hours)
- MU 403. Contemporary Worship Practices (2 hours)
- MU 330. Drama in Worship (2 hours)
- MU 208. Chapel Worship Team (2 hours)
- MUT Choose from Media Courses (6 hours)
- MG 215. Guitar for Contemporary Worship (2 hours)
- MU 309. Rhythm Section Methods (2 hours)
- MU 409. Songwriting for Contemporary Worship (1 hour)
- MU 415. Field Experience Practicum (2 hours)

#### Worship Arts Ministry Concentration (23 hours)

- MU 201. Introduction to Church Music (2 hours)
- MU 301. Music in Worship (2 hours)
- MU 403. Contemporary Worship Practices (2 hours)
- MU 414. Materials and Methods for Age Group Music Ministry (3 hours)
- MU 330. Drama in Worship (2 hours)
- MUT Choose from Media Courses (4 hours)
- MH 302. World Music Cultures and Mission (2 hours)
- MU 303. Hymnology (2 hours)
- MU 415. Field Experience Practicum (2 hours)
- Electives (2 hours)

#### Music and Media Technology Concentration (23 hours)

- MUT 301. Advanced Finale (2 hours)
- MUT 302. Visual Media Software (2 hours)
- MUT 303. Sequencing and Recording Software (3 hours)
- MUT 304. Digital Sound/Multimedia Design I (3 hours)
- MUT 305. Digital Sound/Multimedia Design II (3 hours)
- MM 402. Media Production and Operations (3 hours)
- MUT 420. Music and Media Internship (7 hours)

### Total Hours

- **120 SEM/HOURS**
  - *Hours counted in General Education and in total.
  - **3 Hours of ensemble credit are counted in General Education and in total.
  - Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

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### Music (Bachelor of Arts)

The Bachelor of Arts in Music is designed for the student who desires to focus on developing performing skills. Students may choose voice, guitar, piano, percussion or wind instruments as a performing concentration area. These concentrations contain courses that will support the development of performance skills.

### General Education Foundation

- **33 SEM/HOURS**

Specializations within the General Education Foundation

- MH 403. Music History: Antiquity through Baroque (3 hours)*
- MH 404. Music History: Classical through 20th Century (3 hours)*
- MV 410. Anatomy and Physiology of the Vocal Mechanism (3 hours)
- MU 202. Technology for Music Ministry (3 hours) OR MUE 360. Technology for the Music Classroom (3 hours)

### Biblical/Theological Foundation

- **18 SEM/HOURS**

### Major

- **69 SEM/HOURS**

#### Music Core (48 hours)

- MT 101. Elementary Harmony (3 hours)
- MT 102. Intermediate Harmony (3 hours)
- MT 103. Sight Singing Ear Training I (1 hour)
- MT 104. Sight Singing Ear-Training II (1 hour)
- MT 201. Advanced Harmony I (3 hours)
- MT 202. Advanced Harmony II (3 hours)
- MC 210. Basic Conducting (3 hours)
- MC 310. Advanced Choral Conducting and Literature (3 hours)
- MC 410. Advanced Instrumental Conducting and Literature (3 hours)
- MH 201. Music Literature (2 hours)
- MH 403. Music History: Antiquity through Baroque (3 hours)*
- MH 404. Music History: Classical through 20th Century (3 hours)*
- Applied Principal - Guitar, Organ, Piano, Voice, Instrumental (6 hours)
- Applied Secondary - Guitar, Organ, Piano, Voice, Instrumental (4 hours)
- ME Music Ensemble 8 semester hours according to principal (8 hours)**
- Music Electives (6 hours)
- MUS 101. Recital Lab Every Semester Enrolled as a Music Major (0 hours)

#### Concentration (21 hours)

Choose one of the following

#### Performance - Voice Concentration (21 hours)

- MUS 150 - 450V Applied Voice Principal (8 hours)
- MV 101. Italian Diction (1 hour)
- MV 201. German Diction (1 hour)
- MV 301. French Diction (1 hour)
- MV 411. Vocal Pedagogy (2 hours)
- MV 412. Vocal Pedagogy Practicum (3 hours)
MH 203V. Applied Music Literature (2 hours)
MV 304. Sacred Solo Literature (1 hour)
MV 415. Vocal Performance Workshop (2 hours)
Senior Recital (0 hours)

Performance - Piano Concentration (21 hours)
MUS 150 - 450K. Applied Principal Piano (9 hours)
MP 205. Accompanying/Chamber Music (2 hours)
MP 206. Piano Ensemble (2 hours)
MP 305. Service Playing (2 hours)
MP 306. Piano Pedagogy (2 hours)
MH 203K. Applied Music Literature (2 hours)
MP 205. Accompanying/Chamber Music OR MP 206. Piano Ensemble (to be repeated) (2 hours)
Senior Recital (0 hours)

Performance - Guitar Concentration (21 hours)
MUS 150-450G. Applied Principal Guitar (8 hours)
MG 203. Fretboard Theory (2 hours)
MH 203G. Applied Music Literature: Guitar (2 hours)
MG 306. Guitar Pedagogy (2 hours)
MG 403. Jazz Guitar (2 hours)
MG 201. Guitar Rhythms (1 hour)
MG 215. Guitar for Contemporary Worship (2 hours)
MG 404. Fretted Instruments (2 hours)
Senior Recital (0 hours)

Performance - Instrumental Concentration (21 hours)
MUS 150-450I. Applied Principal Instrumental (8 hours)
MUE 353. Teaching Brass and Woodwind Instruments (2 hours)
MUE 354. Teaching String and Percussion Instruments (2 hours)
MT 405. Orchestration (2 hours)
MH 203I. Applied Music Literature: Instrumental (2 hours)
MH 301I. Advanced Instrumental Literature (1 hour)
MUS 206I. Instrumental Chamber Music (2 hours)
MUS 201I. Applied Jazz I (1 hour)
MUS 301I. Applied Jazz II (1 hour)
Senior Recital (0 hours)

TOTAL HOURS ........................................................................... 120 SEM/HOURS
*Hours counted in General Education and in total.
**3 Hours of ensemble credit are counted in General Education and in total.
Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

BACHELOR OF MUSIC EDUCATION: CHORAL

Designed for those students who are preparing to teach choral music K-12 in the public and/or private school.

GENERAL EDUCATION FOUNDATION .................................................. 33 SEM/HOURS
Specializations within the General Education Foundation
MA 230. College Algebra (3 hours)
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
MV 410. Anatomy and Physiology of the Vocal Mechanism (3 hours)
MU 202. Technology for Music Ministry (3 hours) OR MUE 360. Technology for the Music Classroom (3 hours)

Additional Requirements .............................................................. 15 SEM/HOURS
MA 210. Geometry (3 hours)
MA 220. Finite Mathematics (3 hours)
SCI 202. Earth Science (3 hours)

SCI 203. Physical Science (3 hours)
HI 223. or HI 224. American History (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION ........................................... 18 SEM/HOURS

MAJOR ....................................................................................... 72 SEM/HOURS
Music Core
MT 101. Elementary Harmony (3 hours)
MT 103. Sight Singing/Ear Training I (1 hour)
MT 102. Intermediate Harmony (3 hours)
MT 104. Sight Singing/Ear Training II (1 hour)
MT 201. Advanced Harmony I (3 hours)
MT 203. Sight Singing/Ear Training III (1 hour)
MT 202. Advanced Harmony II (3 hours)
MT 204. Sight Singing/Ear Training IV (1 hour)
MH 201. Music Literature (2 hours)
MH 302. World Music Cultures and Missions (2 hours)
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
ME Music Ensemble 7 semester hours according to principal (7 hours)**
MC 210. Basic Conducting (3 hours)
MC 310. Advanced Choral Conducting and Literature (3 hours)
Applied Principal (12 hours)
Applied Secondary (4 hours)
MC 115. Class Guitar (1 hour)
Senior Recital in Principal (0 hours)

Music Education Professional Sequence:
MUE 211. Introduction to Music Education (2 hours)
MUE 350. Materials and Methods for Elementary Music Classroom (3 hours)
MUE 351. Materials and Methods for Secondary Choral Music Classroom (3 hours)
MUE 360. Technology for the Music Classroom K-12 (3 hours)*
MV 411. Vocal Pedagogy (2 hours)
MV 490. Internship in Music Education (12 hours)
PSY 307. (Developmental) OR PSY 309 (Adolescent) (3 hours)

TOTAL HOURS .......................................................................... 138 SEM/HOURS
* Hours counted in General Education and in total.
**3 Hours of ensemble credit are counted in General Education and in total.
Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

BACHELOR OF MUSIC EDUCATION: INSTRUMENTAL

Designed for those students who are preparing to teach instrumental music K-12 in the public and/or private school.

GENERAL EDUCATION FOUNDATION .................................................. 33 SEM/HOURS
Specializations within the General Education Foundation
MA 230. College Algebra (3 hours)
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
MV 410. Anatomy and Physiology of the Vocal Mechanism (3 hours)
MU 202. Technology for Music Ministry (3 hours) OR MUE 360. Technology for the Music Classroom (3 hours)
Academics

examination (p. 19) must take IT 101.

Note: Those students who fail to take and pass the computer proficiency

**3 Hours of ensemble credit are counted in General Education and in total.

Any 12 hours of BI, OT, or NT

MINOR IN BIBLE
BI 212. Biblical Hermeneutics (3 hours)
Any 12 hours of BI, OT, or NT

MINOR IN MUSIC

Music Core
MT 101. Elementary Harmony (3 hours)
MT 103. Sight Singing/Ear Training I (1 hour)
MT 102. Intermediate Harmony (3 hours)
MT 104. Sight Singing/Ear Training II (1 hour)
MT 201. Advanced Harmony I (3 hours)
MT 203. Sight Singing/Ear Training III (1 hour)
MT 202. Advanced Harmony II (3 hours)
MT 204. Sight Singing/Ear Training IV (1 hour)
MT 405. Orchestration (2 hours)
MH 201. Music Literature (2 hours)
MH 302. World Music Cultures and Missions (2 hours)
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
ME Music Ensemble 7 semester hours according to principal (7 hours)**
MC 210. Basic Conducting (3 hours)
MC 410. Advanced Instrumental Conducting and Literature (3 hours)
Applied Principal (12 hours)
Applied Secondary (4 hours)
MG 115. Class Guitar (1 hour)
Senior Recital in Principal (0 hours)
MUS 101. Recital Lab Every Semester Enrolled as a music major (0 hours)

Music Education Professional Sequence:
MUE 211. Introduction to Music Education (2 hours)
MUE 352. Materials and Methods for the Secondary Instrumental Classroom (3 hours)
MUE 353. Teaching Brass and Woodwinds (2 hours)
MUE 354. Teaching Strings and Percussion (2 hours)
MUE 355. Marching Band Techniques (1 hour)
MUE 360. Technology for the Music Classroom K-12 (3 hours)*
MUE 490. Internship in Music Education (12 hours)
PSY 307. (Developmental) OR PSY 309 (Adolescent) (3 hours)

TOTAL HOURS ..........................................................140 SEM/HOURS

* Hours counted in General Education and in total.
**3 Hours of ensemble credit are counted in General Education and in total.

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

MINOR IN CHRISTIAN COUNSELING
PSY 300. The Christian Marriage (2 hours)
PSY 303. Premarital and Marital Counseling (2 hours)
PSY 307. Developmental Psychology (3 hours)
PSY 330. Marriage and Family-Life Education (2 hours)
Psychology Electives (6 hours)

MINOR IN CHURCH PLANTING
Any 15 hours of:
MI 202. Introduction to Christian Missions (2 hours)
MI 311. Church Planting (3 hours)
MI 410. Contemporary Strategies in Missions (3 hours)
EV 302. Leading a Church in Evangelism (2 hours)
MI 321. Florida Church Starting Practicum (6 hours)
MI 420. Summer Missions Internship (6 hours)
MI 421. Semester Missions Internship (9 hours)

MINOR IN ENGLISH
15 hours of English courses (not taken in General Education Foundation), with at least six of which are at the 400-level.
ENG 221. Survey of World literature (3 hours)
ENG 222. Survey of American Literature (3 hours)
ENG 223. Survey of English Literature (3 hours)
ENG 224. Survey of Christian Literature (3 hours)
ENG 305. Poetry: Theory and Practice (3 hours)
ENG 310. American Prose Writers: World War 1 to Present (3 hours)
ENG 315. Creative Fiction (3 hours)
ENG 320. Advanced Grammar (3 hours)
ENG 325. British and American Literature: 1660-1800 (3 hours)
ENG 405. History of the English Language (3 hours)
ENG 410. Advanced Composition: Theory and Practice (3 hours)
ENG 415. Shakespeare 1: Histories and Comedies (3 hours)
ENG 416. Shakespeare 2: Tragedies and Romances (3 hours)
ENG 420. Nineteenth-century British Novels (3 hours)
ENG 425. Studies in the Short Story (3 hours)
ENG 430. Creative Nonfiction: Writing About Spiritual Experiences (3 hours)
EDU 4500. Materials and Methods for Teaching English (3 hours)
EDU 4505. Teaching Reading at the Secondary Level (3 hours)

MINOR IN EVANGELISM/PREACHING
15 Hours of EV and PR courses with at least 6 hours of each

MINOR IN HISTORY AND SOCIAL STUDIES
HI 200. History of Economic Thought (3 hours)
HI 225. U.S. Government (3 hours)
HI 303. English History (3 hours)
HI 306. Geography (3 hours)
HI 405. History of Southern Baptists (3 hours)

MINOR IN LEADERSHIP
Any 15 hours of LA courses

MINOR IN MISSIONS
Any 15 hours of MI courses including at least 6 hours of missions practice and/or internships

MINOR IN MUSIC
18 hours of music courses as described below:

MUSIC THEORY
MT 101. (3 hours)
APPLIED MUSIC
Applied Principal (2 hours)
Applied Secondary (1 hour)

MUSIC HISTORY AND LITERATURE
MH 201 (2 hours)

ENSEMBLE
Based on applied principal (4 hours)

CHURCH MUSIC OR MUSIC EDUCATION
Students may take a combination of church music and/or 
music education courses (6 hours)

MINOR IN OUTDOOR LEADERSHIP
LA 370. Outdoor Leadership and Discipleship School (12 hours)
Any 4-6 hours of:
   LA 301. The Minister as Leader (2 hours)
   MI 306. Cross-Cultural Ministry (2 hours)
   PSY 307. Developmental Psychology (3 hours)
   PSY 309. Adolescent Development (3 hours)
   TH 403. Apologetics (2 hours)

MINOR IN STUDENT MINISTRY
STM 310. Basic Ministry to Students (3 hours)
STM 313. Student Minister as a Leader (3 hours)
STM 320. Evangelism and Discipleship in Today’s 
Student Culture (3 hours)
STM 420. Student Ministry Internship (3 hours)
PSY 309. Adolescent Development (3 hours)

MINOR IN WRITING
ENG 305. Poetry: Theory and Practice (3 hours)
ENG 315. Creative Fiction (3 hours)
ENG 320. Advanced Grammar (3 hours)
ENG 410. Advanced Composition: Theory and 
Practice (3 hours)
ENG 430. Creative Non-Fiction: Writing About Spiritual 
Experience (3 hours)

ASSOCIATE OF ARTS
(In Christian Education)
Designed for students who are called into Christian Education minis-
tries but do not desire to complete a four year degree. This degree pro-
vides individuals with foundational tools for practical discipleship, Bible 
teaching, and leadership.

GENERAL EDUCATION
FOUNDATION .............................................................30 SEM/HOURS
Communications (9 hours)
   MA 220, equivalent, or higher (3 hours)
   HI 211 and HI 212 (6 hours)
   IT 202 or equivalent (3 hours)
Science (3 hours)
   PSY 201 (3 hours)
   EDU 2010. Psychology of Teaching and Learning (3 hours)
   OR
   PSY 310. The Psychology of Learning and Teaching (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION ....................18 SEM/HOURS

MAJOR .....................................................................15 SEM/HOURS
CE 201 and CE 202 (4 hours)
STM 310. Basic Ministry to Students (3 hours) OR
   CE 320. Ministry to Children (3 hours) OR

CE 350. Ministry to Adults (3 hours)
CE 301. Principles of Teaching (3 hours)
LA 202. Church Staff Relations (3 hours)
LA 320. Church Business Administration (2 hours)

TOTAL HOURS ..............................................................63 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency 
      examination (p. 19) must take IT 101.

ASSOCIATE OF ARTS
(In Music)
Designed to provide a foundation of studies in music.

GENERAL EDUCATION
FOUNDATION .............................................................15 SEM/HOURS
ENG 151. Introduction to College Composition (3 hours)
ENG 152. Intermediate College Composition (3 hours)
MA 130. Business Mathematics (3 hours)
PSY 201. General Psychology (3 hours)
COM 200. Introduction to Speech Communication (3 hours)

BIBLICAL/THEOLOGICAL
FOUNDATION .............................................................18 SEM/HOURS

MAJOR .....................................................................33 SEM/HOURS
Applied Principal (4 hours)
Applied Secondary (2 hours)
Conducting based on applied principal (3 hours)
Ensemble based on applied principal (4 hours)
MT 101. Elementary Harmony (3 hours)
MT 102. Intermediate Harmony (3 hours)
MT 103. Sight Singing and Ear Training I (1 hour)
MT 104. Sight Singing and Ear Training II (1 hour)
MT 201. Advanced Harmony I (3 hours)
MT 202. Advanced Harmony II (3 hours)
MUS 101. Recital Lab Every Semester Enrolled as a 
Music Major (0 hours)
Hours in either Church Music or Music Education (4 hours)
MH 201 Music Literature (2 hours)

TOTAL HOURS ..............................................................66 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency 
      examination (p. 19) must take IT 101.

ASSOCIATE OF DIVINITY
Designed for students who have been called of God into some form of 
pastoral ministry. The degree will provide basic training for the minister in 
the areas of Bible knowledge, theological and pastoral skills, and an 
introduction to the disciplines of general education.

GENERAL EDUCATION
FOUNDATION .............................................................21 SEM/HOURS
   English Composition (6 hours)
   Communication 200 (3 hours)
   History HI 304 (3 hours)
   Psychology (3 hours)
   Information Technology (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION ....................18 SEM/HOURS

MAJOR .....................................................................21 SEM/HOURS
BI 201. Old Testament Backgrounds (2 hours)
BI 202. New Testament Backgrounds (2 hours)
BI 212. Biblical Hermeneutics (3 hours)
CE 201. The Bible Study Ministries of the Church (2 hours)
EV 302. Leading a Church in Evangelism (2 hours)
PM 210. Introduction to Pastoral Ministry (2 hours)
PM 211. Pastoral Leadership (2 hours)
PR 220. Preparing Expository Sermons (3 hours)
PR 230. Preaching Practicum (3 hours)

GENERAL ELECTIVES ................................................... 6 SEM/HOURS

TOTAL HOURS ............................................................66 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

The following degrees are not offered to new students but will remain in the catalog until current students are taught out.
• Christian Education (B.A.)
• Leadership (B.A.)
• Biblical Studies (B.S.)

CONTACT THE REGISTRAR FOR ADDITIONAL INFORMATION

SUGGESTED COURSE SEQUENCE AND COMPLETION REQUIREMENTS FOR FOUNDATIONAL CURRICULUM FOR ALL MAJORS WITHIN THE THEOLOGY DIVISION

Suggested Course Sequence

English remedial courses (if needed)
Math remedial courses (if needed)
1. ENG 151. Introduction to College Composition (3 hours)
2. BF 101. Old Testament Survey I (3 hours)
3. BF 103. New Testament Survey (3 hours)
4. SF 101. Fundamentals of Spiritual Formation (2 hours)
5. HI 211. Western Civilization: Earliest Times to 1700 or HI 223. American History: Age of Exploration to Reconstruction (according to major) (3 hours)
6. PHI 101. Introduction to Christian Worldview (3 hours)
7. ENG 152. Intermediate College Composition (3 hours)
8. COM 200. Introduction to Speech Communication (3 hours)
9. BF 102. Old Testament Survey II (3 hours)
10. HI 212. Western Civilization: 1700 to Present or HI 224. American History: Reconstruction to Present (according to major) (3 hours)
11. LA 103. Southern Baptist Life and Work (2 hours)
12. EV 201. Personal Evangelism (2 hours)
13. MA 130. Business Mathematics (or higher, according to major) (3 hours)
14. PSY 201. General Psychology (3 hours)
15. IT 202. Information Technology Applications (or other IT course according to major) (3 hours)
16. ENG 221, ENG 222, ENG 223 or ENG 224. Literature (3 hours)
17. Fine Arts Options (3 hours) (Students may space these as needed)
18. SCI 201, 202, or 203. Science (3 hours)

Completion Requirements

The Biblical/Theological Foundation must be completed prior to a student beginning work in his/her major field. The only exception is that BI 212 should be taken immediately after BF 101, BF 102, and BF 103 are completed.

All General Education Foundation and Biblical/Theological Foundation courses should be completed within the first five semesters of a student's work at BCF. If not, a student must take only foundation courses until the foundation is completed or in process.

TEACHER CERTIFICATION

FLORIDA ADMINISTRATIVE CODE-
Section 6E-2.04(10) (c)

Although the college is accredited by the Commission on Colleges of Southern Association of Colleges and Schools, a degree from BCF does not automatically qualify the student for a Florida teaching certificate. To obtain a permanent certificate through a program such as this a person must apply for a certificate, obtain a teaching position, and participate in the system’s new teacher program. Those interested in obtaining a Florida teaching certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301. Anyone intending to practice any other regulated profession in Florida should contact the Department of Professional and Occupational Regulation, Tallahassee, Florida 32301.

COURSES NEEDED FOR ELIGIBILITY FOR CERTIFICATION IN ELEMENTARY EDUCATION

BY FLORIDA DEPARTMENT OF EDUCATION

The following courses offered by the college qualify a person with a bachelor’s degree from BCF to apply for certification in elementary education by the Florida Department of Education. Such applicants must have an overall minimum grade point average of 2.5 and pass all sections of PRAXIS I or the General Knowledge section of the Florida Teacher Exam (FTE).

1. Twenty-four hours of Professional Preparation

EDU 2010. Psychology of Teaching and Learning ............................. 3
EDU 3000F. General Methods of Teaching ...................................... 3
ESOL 3710F. ESOL Curriculum and Methods ..................................... 3
RED 4005F. Supervised Reading Practicum .................................... 2
EDU 4090F. Internship ........................................................................ 10

2. Thirty-nine hours of Elementary Preparation

RED 3006F. Early and Emergent Literacy K-2 ................................... 3
RED 4001F. Reading Diagnosis and Remediation ............................. 3
EDU 4005F. Teaching Language Arts in Elementary School ............. 3
RED 3001F. Children’s Literature ....................................................... 3
EDU 4010F. Math Concepts and Methods for Elementary Teachers .... 3
EDU 4020F. Teaching Science, Health, and Physical Education in Elementary School ................................................................. 3
ESOL 3701F. Teaching Diverse Populations ....................................... 3
EDU 3010F. Classroom Management ............................................... 3
EDU 3020. Measurement and Evaluations ........................................ 3
RED 3006F. Intermediate Reading .................................................... 3
EDU 4025F. Teaching Social Studies in Elementary School .......... 3
EDU 3015F. Survey of Special Education ......................................... 3
ESOL 3705F. Theoretical Underpinnings of ESOL ............................... 3

TOTAL......................................................................................... 63

COURSES NEEDED FOR ELIGIBILITY

FOR CERTIFICATION IN

MIDDLE SCHOOL SOCIAL STUDIES

BY FLORIDA DEPARTMENT OF EDUCATION

The following courses qualify a person with any bachelors degree from BCF to apply for certification from the Florida Department of Education in Middle School Social Studies.
The following pages contain course descriptions with proper prefix and course number. Non-credit courses are numbered 090 to 099. Credit courses are labeled 100 to 499 and 1000 to 4999 with the first digit of each course number indicating the level of the course. For example, 1 – Freshman, 2 – Sophomore, 3 – Junior, 4 – Senior. Freshman and Sophomore courses are lower level courses, and Junior and Senior courses are upper level courses. Students may evaluate their eligibility for enrolling in a given course according to stated course prerequisites.

Course numbering in the catalog makes use of a course designator system. This system is used to identify courses by discipline, number and level. For example, BF 101 would indicate a Biblical Foundation, freshman level course.

Course numbering in the BCF online registration system makes use of a four-component course designator system to assist students in the registration process. This designator system identifies course first, by discipline (e.g., BF, Biblical Foundation; CE, Christian Education; EDU, Education, etc.), second by number and level of course (e.g., 101, 201, 301, 401, etc.), third, by location, to identify the campus where the course is offered (e.g., G, Graceville; J, Jacksonville; N, Online; O, Orlando; P, Pensacola; and C, Connection courses that connect several locations), and finally by section number, when more than one offering of the course occurs (e.g., 1, 2, 3).

Several examples are provided to illustrate the course designator system: Two sections of a Biblical Foundation, freshman level course, offered on the Graceville campus, would be designated: BF 101 G1 and BF 101 G2. A Biblical Foundation, freshman level course offered online would be designated, BF 101 N. A Biblical Introduction, sophomore level course, offered in Orlando, would be designated BI 212 O. A Christian Education, junior level course offered in Pensacola, would be designated CE 301 P.

**ROTATION OF COURSES**

Scheduling restrictions sometimes necessitate offering courses only every other year or in alternate semesters. Semester class schedules may be obtained from the Registrar's Office or academic divisions.

**PREREQUISITES**

Because some courses cannot be taken until other specified courses have been completed, the student should plan his schedule accordingly. For example, a student may not take ENG 152 until ENG 151 has been completed.

**FIELDS OF INSTRUCTION**

For convenience in administration, courses are divided into fields of instruction by course title and number. The fields of instruction are abbreviated as follows:

- BF  BIBLICAL FOUNDATION
- BI  BIBLICAL INTRODUCTION
- BUS  BUSINESS
- CE  CHRISTIAN EDUCATION
- COM  COMMUNICATION
- CRT  CHURCH TRAINING CERTIFICATE
- EDU  EDUCATION
- ENG  ENGLISH
- ESOL  ENGLISH AS SECOND LANGUAGE
- EV  EVANGELISM
- GRK  GREEK
- HEB  HEBREW
- HI  HISTORY
- HUM  HUMANITIES
- IT  INFORMATION TECHNOLOGY
- LA  LEADERSHIP
- MA  MATHEMATICS
- MG  MUSIC: GUITAR
- MI  MISSIONS
- MM  MEDIA MINISTRY
- MUS  MUSIC: APPLIED
- MUE  MUSIC EDUCATION
- ME  MUSIC: ENSEMBLE
- MH  MUSIC: HISTORY AND LITERATURE
- MP  MUSIC: PIANO
- MT  MUSIC: THEORY
- MU  MUSIC: CHURCH
- MUT  MUSIC: TECHNOLOGY
- MV  MUSIC: VOICE
- NT  NEW TESTAMENT
- OT  OLD TESTAMENT
- PM  PASTORAL MINISTRY
- PHI  PHILOSOPHY
- POR  PORTUGUESE
- PR  PREACHING
- PSY  PSYCHOLOGY AND COUNSELING
- RED  READING
- SCI  SCIENCE
- SL  SIGN LANGUAGE
- SOC  SOCIOLOGY
- SPN  SPANISH
- SF  SPIRITUAL FORMATION
BIBLICAL FOUNDATION

BF 101. OLD TESTAMENT SURVEY I.
A general overview of the message, context, and literature of Genesis through Esther. Special attention will be given to the main teachings of Genesis through Esther and their application to contemporary life. Three semester hours credit.

BF 102. OLD TESTAMENT SURVEY II.
A general overview of the message, context, and literature of Job through Malachi. Special attention will be given to the main teachings of Job through Malachi and their application to contemporary life. Three semester hours credit.

BF 103. NEW TESTAMENT SURVEY.
A general overview of the message, context, and literature of Matthew through Revelation. Special attention will be given to the main teachings of Matthew through Revelation and their application to contemporary life. Three semester hours credit.

BF 490. BIBLICAL STUDIES INTEGRATION.
Senior integration course for Biblical Studies BA majors. Students will review fundamental knowledge and skills learned from core studies and will complete an unguided exegetical paper project demonstrating the skills of biblical hermeneutics - observation and analysis of the biblical language and text in its historical setting, synthesizing biblical knowledge, and integrating biblical principles for contemporary application. Exegetical paper projects will be submitted for peer review. Prerequisite: Senior standing. Two semester hours credit.

BIBLICAL INTRODUCTION

BI 201. OLD TESTAMENT BACKGROUNDS.
A study of the geographical background of the Old Testament world as it relates to the story of redemption. The various biblical countries are studied as they progressively enter into the unfolding story. Two semester hours credit.

BI 202. NEW TESTAMENT BACKGROUNDS.
A continuation of BI 201 with emphasis on the geographical, historical, and cultural setting which constitutes the natural framework of the New Testament story, the matrix out of which the Christian movement was born. Two semester hours credit.

BI 203. THE HISTORY OF THE BIBLE.
A study of the formation, transmission, and translation of the Bible. The study of the formation of the Bible includes a review of the production of the Old and New Testaments and the history of the canonization of each of them. The study of the transmission of the texts of the Old and New Testaments includes an examination of the process of evaluating existing biblical manuscripts in an effort to reconstruct, as nearly as possible, the original text of the Bible. The study of the translation of the Bible gives primary emphasis to the history of the English Bible from the work of John Wycliffe in the fourteenth century to the most recent translations. Prerequisite: Sophomore standing. Two semester hours credit.

BI 212. BIBLICAL HERMENEUTICS.
A study of the science and art of biblical exegesis and interpretation. Emphasis will be given to a historical perspective of and reliable principles with which to study, interpret, and apply scripture. Prerequisites: BF 101, 102, 103. Three semester hours credit.

BI 300. SPECIAL STUDY IN BIBLE.
A course designed as a special study of a subject not in the regular curriculum of the college but within the usual disciplines of the curriculum. The methodology can include either a classroom experience or independent study. Prerequisites and number of credit hours will vary according to the nature of each course.

BUSINESS LEADERSHIP

BUS 201. PRINCIPLES OF ACCOUNTING.
An introduction to the principles and practices of financial accounting. Included in the course are basic accounting processes required to make informed decisions based on financial statement information. Three semester hours credit.

BUS 205. MANAGERIAL ACCOUNTING.
A study of the process used by management to plan, evaluate and control within an entity and to assure appropriate use of and accountability for its resources. The course will focus on cost-benefit analysis, capital budgeting, buy or lease analysis, annual budgeting and strategic planning. Three semester hours credit.

BUS 301. ACCOUNTING I.
A study of accounting standards, conceptual framework, comprehensive development of the accounting process, financial statement preparation, and time value of money. Application of accounting theory and techniques as they relate to assets, liabilities, and owner's equity, revenues, expenses and analytical process. Prerequisite: BUS 201. Three semester hours credit.

BUS 302. ACCOUNTING II.
A continuation of BUS 301. Additional attention is given to accounting standards, conceptual framework, comprehensive development of the accounting process, and financial statement preparation. Application of accounting theory and techniques as they relate to assets, liabilities, and owner's equity, pensions, leases, earnings per share, and analytical process. Prerequisite: BUS 301. Three semester hours credit.

BUS 303. INTRODUCTION TO BUSINESS.
A study of contemporary business enterprises and market systems characterized by private ownership and distribution of goods and services. The course includes an overview of business processes, marketing, finance and strategy and their roles in the free market system with an emphasis upon biblical business principles. Three semester hours credit.

BUS 310. BUSINESS FINANCE.
An introduction to the principles of finance. Analysis, planning and control of internal and external financial decisions of a firm with emphasis on corporate structure. Prerequisite: BUS 201. Three semester hours credit.

BUS 315. ECONOMICS I.
A study of the means by which individuals, households and firms make decisions to allocate limited resources. Students will study the concepts of scarcity, opportunity cost, comparative advantage, supply and demand and equilibrium points. Three semester hours credit.
BUS 401. BUSINESS LAW AND ETHICS.
An introduction to the fundamental concepts, principles, and rules of law and equity that apply to business activities. This course provides an overview of law in general, the American legal system, federal and state court procedures, effects on law-making by legislative, judicial, and administrative procedures. The course will also include constitutional law, business ethics, contracts, product liability, sales and commercial paper. Three semester hours credit.

BUS 402. ECONOMICS II.
A study of the economy of a country or region with emphasis on income, employment, banking, savings and capital formation and public policy. Three semester hours credit.

BUS 405. BUSINESS MANAGEMENT.
An introduction to management functions, principles, and techniques. The course includes a discussion of planning, organizing, influencing through leadership, and control within the organization. Prerequisite: BUS 315. Three semester hours credit.

BUS 408. PERSONAL FINANCE.
A study of charge accounts, installment buying, taxation, borrowing money, savings accounts, life insurance, annuities, social security, owning a home and other personal concerns of church administrators. Three semester hours credit.

BUS 410. BUSINESS COMMUNICATION AND MARKETING.
Analysis and composition of business and personal communications including mechanics and content of letter and memoranda. A managerial focus on the external environments and decision elements of marketing faced by marketing management. Prerequisites: ENG 151 or ENG 152. Three semester hours credit.

BUS 415. NOT FOR PROFIT BUSINESS.
An introduction to operating a not for profit business. Topics covered include accounting, management, finance, marketing, economics and other business concepts and terminology related specifically to not for profit organizations. Prerequisite: BUS 302. Two semester hours credit.

BUS 416. FEDERAL AND STATE TAX ISSUES.
A study of tax laws with special emphasis on their effect on churches and church administrators. The course will deal with federal legislation that impacts churches and clergy including payroll tax reporting, housing and parsonage allowances, reporting clergy income and expenses and charitable contributions. Three semester hours credit.

BUS 417. CASES IN BUSINESS ETHICS.
A study of the application of the ethical decision making framework to actual and theoretical situations in both the business and personal environment. Both individual and group decision making will be studied. Prerequisites: BUS 301, 302, 305, 401 and 405. Three semester hours credit.

BUS 420. BUSINESS INTERNSHIP.
A directed work experience that provides substance and meaning to the classroom experience of the business student. The internship will occur after the completion of the Junior year and must be approved by the Chair of the Business Division and the Dean of Faculty. Three semester hours credit.

CHRISTIAN EDUCATION

CE 201. THE BIBLE STUDY MINISTRIES OF THE CHURCH.
A study of the skills, principles, and organization involved in leading small group Bible study ministries in the local church. Included are Sunday School, proper enlistment and training methods, and evangelistic Bible study ministries. Development of mission, vision, and philosophy is emphasized. Two semester hours credit.

CE 202. THE DISCIPLESHIP AND MISSIONS MINISTRIES OF THE CHURCH.
A study of the skills, principles, and procedures involved in leading effective member and leadership training in the local church. Missions and discipleship education is emphasized including both theoretical and practical issues related to missions and vision. Traditional as well as innovative programs are included. Two semester hours credit.

CE 207. CHURCH RECREATION.
A study of the functions of church recreation, of the importance of play in the life of the individual and the church, and of methods and procedures for administering an effective program of church recreation. Two semester hours credit.

CE 290. CHRISTIAN DRAMA.
A survey of dramatic ministries available in the local church. Christian theater, puppetry, and clowning are included. Production, acting, costuming, directing, and selection are emphasized. Open to all students. COM 200 or facility in oral communication is recommended. Two semester hours credit.

CE 301. PRINCIPLES OF TEACHING.
How to improve teaching in the Sunday School. The various methods of teaching are studied and illustrated with practical application to the Sunday School lessons as to studying and teaching the Bible. Prerequisite: Either PSY 310 or EDU 2010. Three semester hours credit.

CE 320-350. AGE-DIVISION MINISTRIES.
A series of studies to understand and minister to currently targeted age groupings. Included are the characteristics, interests, and needs of the group as well as the methods and techniques of how to meet those needs. Philosophies of ministry, resources for ministry, programming alternatives, and methods of program delivery are also studied. Prerequisite: Sophomore standing. Three semester hours credit.

CE 401. CHRISTIAN EDUCATION INTEGRATION.
A senior integration course for Christian Education majors. Students will review foundational skills learned from core studies and will conduct a major research paper demonstrating the skills of research, writing, and familiarity with contemporary Christian Education issues. Students will complete an orientation trip to LifeWay Christian Resources or a major Baptist church leadership clinic. This course includes a lab fee of $200.00 to cover lodging and meals. Required for CE majors. Prerequisite: Senior standing. Two semester hours credit.

CE 420. CHRISTIAN EDUCATION INTERNSHIP.
An internship directed by the college providing on-site Christian Education ministry experience. The student is required to submit to the Christian Education program director for approval an appropriate Christian Education work assignment. Supervision will include an on-campus director and an appropriate field supervisor under the
commission of the cooperating student ministry agency. The emphasis of this internship will be practical experience through supervised, on-site student ministry work. Prerequisite: Junior standing. The student will meet with the LA/CE program coordinator for the purpose of evaluating the readiness of the student to engage in field study through the internship. An appropriate number of courses must have been completed by the student prior to approval for internship. Students will not be allowed to do their internship in positions where they are currently employed unless approved by the program coordinator. Three semester hours credit.

Church Training Certificate Courses

CRT 101. INTRODUCTION TO OLD TESTAMENT STUDY. A basic overview of the background and content of the Old Testament. Attention will be given to the outstanding persons, places, and events and to the application of Old Testament truths to contemporary life. One semester hour credit.

CRT 102. INTRODUCTION TO NEW TESTAMENT STUDY. A basic overview of the background and content of the New Testament. Attention will be given to the outstanding persons, places, and events and to the application of New Testament truths to contemporary life. One semester hour credit.

CRT 111. INTRODUCTION TO OLD TESTAMENT STUDY: THE HISTORICAL BOOKS. An introductory study of the Bible books of Genesis through Esther. Attention will be given to the outstanding persons, places, and events and to the application of Old Testament truths to contemporary life. One semester hour credit.

CRT 112. INTRODUCTION TO OLD TESTAMENT STUDY: THE PROPHETS. An introductory study of the Bible books of Isaiah through Malachi. Attention will be given to the outstanding persons, places, and events and to the application of Old Testament truths to contemporary life. One semester hour credit.

CRT 113. INTRODUCTION TO OLD TESTAMENT STUDY: THE WRITINGS. An introductory study of the Bible books of Job through Song of Solomon. Attention will be given to the various genres and to the application of Old Testament truths to contemporary life. One semester hour credit.

CRT 114. INTRODUCTION TO NEW TESTAMENT STUDY: THE LIFE OF CHRIST. An introductory study of the Bible books of Matthew through John. Attention will be given to the outstanding persons, places, and events (especially Jesus Christ, his ministry, and his passion) and to the application of New Testament truths to contemporary life. One semester hour credit.

CRT 115. INTRODUCTION TO NEW TESTAMENT STUDY: THE LIFE AND LETTERS OF PAUL. An introductory study of the Bible books of Acts through Philemon. Attention will be given to the outstanding persons, places, and events (especially the Apostle Paul, his ministry, and his writings) and to the application of New Testament truths to contemporary life. One semester hour credit.

CRT 116. INTRODUCTION TO NEW TESTAMENT STUDY: THE EARLY CHURCH. An introductory study of the Bible books of Acts and Hebrews through Revelation. Attention will be given to the outstanding persons, places, and events (especially the early church leaders, its development, and their writings) and to the application of New Testament truths to contemporary life. One semester hour credit.

CRT 120. HERMENEUTICS: INTERPRETING THE BIBLE. A basic study of Bible exegesis, interpretation, and application. Students will learn to study and interpret a Bible book in a manner that can be applied to the study of other Bible books. One semester hour credit.

CRT 121. OLD TESTAMENT BOOK STUDY. Studies of specific books of the Old Testament. Attention will be given to each book's background, structure, and meaning and to exercising the student's Bible study skills for future use. One semester hour credit.

CRT 122. NEW TESTAMENT BOOK STUDY. Studies of specific books of the New Testament. Attention will be given to each book's background, structure, and meaning and to exercising the student's Bible study skills for future use. One semester hour credit.

CRT 123. EVANGELISM AND DISCIPLESHIP IN THE CHURCH. A basic study of personal evangelism, church evangelism, and the discipleship of new believers in the local church. Attention will be given to developing basic evangelistic and discipling knowledge and skills as well as understanding and participation in the overall evangelistic ministry of the church. One semester hour credit.

CRT 124. BAPTIST DOCTRINE. A basic study of Baptist and biblical doctrine. A systematic approach will be taken with the major doctrines, and the Baptist Faith and Message will be a primary resource. One semester hour credit.

CRT 125. CHURCH HISTORY. A basic study of Christian and church history. The major persons, dates, events, and movements of Christian history will be addressed. One semester hour credit.

CRT 126. THE CHURCH AND MISSIONS. A basic study of a local church's commission and practice of local and global missions. God's work in the world and a local church's opportunities and methods of participation will be studied. One semester hour credit.

CRT 127. APOLOGETICS: DEFENDING THE FAITH. A basic study of apologetics or defending the faith. Various worldviews, religions, and philosophies will be studied with a view to defending Christianity and evangelizing the adherents. One semester hour credit.

CRT 131. PRINCIPLES OF TEACHING AND LEARNING. A basic study of Bible teaching for church leaders and members. Emphasis will be given to the development and delivery of Bible lessons for effective church participation and ministry and to the dynamics of learning. One semester hour credit.

CRT 132. PERSONAL LEADERSHIP SKILLS. A basic study of leadership and the personal leadership skills needed for effective work in the local church. Emphasis will be given to the church leader's spiritual development. One semester hour credit.

CRT 133. CHURCH ADMINISTRATION. A basic study of church administration, policies, and procedures. Various church models will be explored with the goal of moving toward a biblical model and proper interaction of both clergy and laity. One semester hour credit.

CRT 134. DISCIPLING CHURCH MEMBERS. A basic study of discipleship and of discipling believers in the local church. Attention will be given to developing basic evangelistic and discipling knowledge and skills as well as understanding and participation in the
overall discipling ministry of the church. One semester hour credit.

CRT 135. DEVELOPING LEADERS IN THE CHURCH.
A study of leadership and the development of leaders in the local church. Emphasis will be given to the leader’s work of reproducing other leaders through discipling, mentoring, and equipping. One semester hour credit.

CRT 136. SOUTHERN BAPTIST CURRICULUM AND HOW TO USE IT.
A basic study of resources available through the Southern Baptist Convention and their use. A variety of resources will be studied, but the Sunday School or Bible study ministry of the local church will receive emphasis. One semester hour credit.

CRT 137. DEVELOPING A BIBLE TEACHING PROGRAM.
A basic study of Sunday School principles and work. Attention will be given to the development of an active and growing small group Bible study ministry in the local church with emphasis on each student’s role or participation. One semester hour credit.

CRT 141. INTRODUCTION TO PREACHING.
A basic study of the Bible proclamation for church leaders and members. Emphasis will be given to the development and delivery of Bible sermons for effective church ministry. One semester hour credit.

CRT 142. INTRODUCTION TO CHRISTIAN EDUCATION.
A basic study of the Christian education work of the local church. Attention will be given to the development of a small group Bible study ministry, a discipling ministry, and the overall educational work of the local church. One semester hour credit.

CRT 150. INTRODUCTION TO MINISTRY.
A basic study of church ministry. Emphasis will be given to the biblical nature of, to various facets of, and to leadership for church ministry. One semester hour credit.

CRT 151. INTRODUCTION TO CHURCH PLANTING 1.
A basic study of church planting led by the Florida Baptist Convention. The course is designed as a workshop to equip the student with the tools and strategies needed for successful church planting. To be taken concurrently with CRT 152, 153, 154. One semester hour credit.

CRT 152. INTRODUCTION TO CHURCH PLANTING 2.
A basic study of church planting led by the Florida Baptist Convention. The course is designed as a workshop to equip the student with the tools and strategies needed for successful church planting. To be taken concurrently with CRT 151, 153, 154. One semester hour credit.

CRT 153. INTRODUCTION TO CHURCH PLANTING 3.
A basic study of church planting led by the Florida Baptist Convention. The course is designed as a workshop to equip the student with the tools and strategies needed for successful church planting. To be taken concurrently with CRT 151, 152, 154. One semester hour credit.

CRT 154. INTRODUCTION TO CHURCH PLANTING 4.
A basic study of church planting led by the Florida Baptist Convention. The course is designed as a workshop to equip the student with the tools and strategies needed for successful church planting. To be taken concurrently with CRT 151, 152, 153. One semester hour credit.

EDU 1030. PHILOSOPHY OF THE CHRISTIAN SCHOOL MOVEMENT.
A study of the philosophy of education from the perspective of the development, purpose, and function of the K-12 Christian school movement. Two semester hours credit.

EDU 2000. FIELD EXPERIENCES I.
An intensive field experience for education majors. Beginning education students will have an opportunity to observe what is involved in teaching in an elementary classroom and to assist teachers in a variety of ways such as tutoring, working with small groups, teaching, grading papers, and other appropriate activities. One semester hour credit.

EDU 2005. FOUNDATIONS AND CURRICULUM OF EDUCATION.
A study of the philosophical, social, historical, curricular foundations of education. The class will also acquaint students with current concepts of curriculum for elementary schools. Wherever appropriate, the Christian worldview and philosophy will be addressed. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

EDU 2010. PSYCHOLOGY OF TEACHING AND LEARNING.
A study that examines important learning theories and processes with an emphasis on developmental, cultural, and environmental influences on learning experiences. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

EDU 2020. INTEGRATING ART AND MUSIC.
A study of integrating art and music in the elementary curriculum. Emphasis will be placed on the basic history and theory of art and music. Students will have an opportunity to effectively integrate lesson planning and modeling techniques to art and music in the elementary classroom. Three semester hours credit.

EDU 2040. INFORMATION TECHNOLOGY FOR EDUCATORS.
A study of microcomputer applications and their utilization by teachers in a classroom environment. Topics include word processing, spreadsheet, database, presentation, desktop publishing and Internet resources in classroom management and instruction. Prerequisite: Successful completion of IT 101 comprehensive examination. Three semester hours credit.

EDU 3000F. GENERAL METHODS OF TEACHING.
A study of basic teaching methods. It will also include a study of lesson planning and learning styles. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.
EDU 3010F. CLASSROOM MANAGEMENT.
A study of ways to manage a classroom. The class will consist of classroom management procedures and organizational routines involved in creating a disciplined, resourceful classroom. Also included will be topics on school law and ethics. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

EDU 3015F. SURVEY OF SPECIAL EDUCATION.
A study of the teaching of exceptional children in a regular Education classroom. The course will consist of the characteristics of all exceptionalities, and educational and behavioral adaptations for exceptional children in the regular classroom. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

EDU 3020. MEASUREMENT AND EVALUATION.
A study of classroom assessments. The course examines the concepts and skills related to designing, administering, evaluating, interpreting, applying, and communicating results of performance and objective assessments that drive classroom instruction. Teacher made assessment tools will be studied and designed. Standardized assessment tools will be examined. Prerequisites: Admission to the Teachers Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

EDU 2000 to ESOL 3701 are prerequisites for EDU 4005 to 4090.

EDU 4005F. TEACHING LANGUAGE ARTS IN ELEMENTARY SCHOOL.
A study, practice and selection of methods and materials related to teaching spelling, penmanship, writing, speaking, and reading to grades K-6. Examines developmental skills and concepts of language arts. Prerequisite: ENG 152, Admission to the Teacher Education Program. Three semester hours credit.

EDU 4010F. MATH CONCEPTS AND METHODS FOR ELEMENTARY TEACHERS.
A study of the concepts and methods required to teach mathematics at the K-6 level. Problem solving techniques will be emphasized. Prerequisites: Admission to the Teacher Education Program; nine semester hours of college math. Three semester hours credit.

EDU 4020F. TEACHING SCIENCE, HEALTH, AND PHYSICAL EDUCATION IN ELEMENTARY SCHOOL.
An overview of curricula, materials, and techniques for teaching science, health, and physical education in grades K-6. Prerequisite: SCI 201 or SCI 202, Admission to the Teacher Education Program. Three semester hours credit.

EDU 4025F. TEACHING SOCIAL STUDIES IN ELEMENTARY AND MIDDLE SCHOOL.
A study and practice of instructional approaches and selection of resources for teaching social studies to grades 1-8. The integration of related subjects will be examined. Prerequisite: Admission to the Teacher Education Program. Three semester hours credit.

EDU 4090F. EDUCATION INTERNSHIP.
A twelve-week-in-school experience for education students. The course will consist of teaching experiences supervised by one or more selected cooperating teachers in the area of the student's major. Additional supervision will be provided by the BCF Teacher Education Division. A ten dollar fee will be assessed to each field experience course. Prerequisites: 2.5 GPA, completion of General Education Foundation requirements, completion of Biblical/Theological Foundation requirements, passage of all Florida Teacher Certification Exams, and completion of Benchmark 4. The course will be taken in conjunction with RED 4005F. Ten semester hours credit.

EDU 4500. MATERIALS AND METHODS FOR TEACHING ENGLISH.
A study and practice of instructional approaches and selection of resources for teaching English. Prerequisites: One 200-level English course and Sophomore standing. Three semester hours credit.

EDU 4505. TEACHING READING AT THE SECONDARY LEVEL.
A course providing principles and practice of literary criticism applicable to teaching reading in grades 6-12, with attention given to multi-cultural literature. List of titles may vary with each offering. Prerequisites: One 200-level English course and Sophomore standing. Three semester hours credit.

ESOL 3701F. TEACHING DIVERSE POPULATIONS.
An introduction of cultural and linguistic groups represented in the United States. The course will develop sensitivity to and understanding of these groups. Emphasizing the major cultures found in Florida, this course provides insights for teachers to be used in meeting the special needs of Limited English Proficient students. Topics include living patterns, interrelatedness of language and culture, culture-shock, cross-culture awareness, dealing with parents of ESOL/LEP students, and the themes, attitudes, and values of these cultural groups. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

ESOL 3705F. THEORETICAL UNDERPINNINGS OF ESOL.
An overview of the field (history, foundations, the LULAC Consent Decree, legal issues, and endorsement requirements). In-depth study of applied linguistics, including first and second language acquisition. Includes site-based observations. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

ESOL 3710F. ESOL CURRICULUM AND METHODS.
A study to provide an in-depth instruction and practice in the selection and use of materials and methods related to teaching ESOL/LEP students. Emphasis will be placed upon teaching the skills of listening, speaking, reading and writing, ESOL/LEP in the content areas, curriculum development, and major methodologies and current trends in ESOL/LEP teaching and assessment. Field experience required. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

RED 3001F. CHILDREN'S LITERATURE.
An investigation and exposure to the genres, authors and books written for children for instructional, informational, and recreational purposes. Strategies for motivating children to interact with literature are discussed. Prerequisite: ENG 152, Admission to the Teacher Education Program. Three semester hours credit.

RED 3005F. EARLY AND EMERGENT LITERACY K-2.
A study of the developing reading skills and concepts. The course will consist of early literacy development and the conditions which promote total literacy from birth through grade two, providing practice in the selection
and use of methods and materials related to teaching reading in the early grades. Connections will be made among all aspects of literacy learning: reading, writing, listening, speaking, viewing, visual representing, and thinking. Fifteen hours of field experience is required within the course. A ten dollar supply fee will be assessed to each field experience course. Prerequisites: ENG 152; admission to the Teacher Education Program. Three semester hours credit.

RED 3006F. INTERMEDIATE LITERACY 3-6: READING AND THINKING.
A study of the theory and practice of teaching reading/literacy in the elementary intermediate grades. The course will consist of continued literacy growth in grades three through six. The course will give practice in the selection and use of methods and materials related to the teaching of reading, expanding student’s knowledge and skills in the area of higher order thinking skills, and reading in all content areas. Fifteen hours of field experience is required within the course. A ten dollar fee will be assessed to each field experience course. Prerequisites: Admission to the Teacher Education Program, RED 3005F. Three semester hours credit.

RED 4001F. DIAGNOSIS AND REMEDIATION IN ELEMENTARY READING.
A study of the development of reading skills to include advanced exposure to techniques and approaches of recognizing and diagnosing reading problems. The students will gain experience in prescribing and utilizing appropriate methods and materials to remediate skill deficits as well as examining ways to improve reading performances. Prerequisite: RED 3005F and admission to the Teacher Education Program. Three semester hours credit.

RED 4005F. SUPERVISED READING PRACTICUM.
A supervised practicum to obtain practical experience in increasing the reading performance of students. The course will emphasize the prescription and utilization of appropriate strategies and materials based upon scientifically based reading research to address the prevention, identification, and remediation of reading difficulties of struggling students, including students with disabilities, and students from diverse populations. Prerequisites: 2.5 GPA, completion of General Education Foundation requirements, completion of Biblical/Theological Foundation requirements, passage of all Florida Teacher Certification Exams, and completion of Benchmark 5. The course will be taken in conjunction with EDU 4090F (Internship). A ten dollar fee will be assessed to each field experience course. Two semester hours credit.

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ENGLISH

ENG 100. ENGLISH FUNDAMENTALS.
A course developing skills in basic grammar, mechanics, sentence structure, and paragraph construction. This course does not satisfy English curriculum requirements. Three semester hours credit.

ENG 105. READING.
A reading course developing skills in vocabulary, reading comprehension, and accuracy necessary for college level reading. This course does not satisfy English curriculum requirements. Two semester hours credit.

ENG 151. INTRODUCTION TO COLLEGE COMPOSITION.
A composition survey. Emphasis is given to development of reading skills, grammar, mechanics, paragraph construction, and thematic writing. Students whose scores on the entrance tests demonstrate deficiency in English may be required to make suitable proficiency in ENG 100 and/or ENG 105 before enrolling in ENG 151. Three semester hours credit.

ENG 152. INTERMEDIATE COLLEGE COMPOSITION.
A continuation of ENG 151. Thematic writing is expanded to include critical essays (e.g., narrative / expository / argumentative), critical thinking skills, and writing and documentation of research papers using Chicago (Turabian), MLA, and APA styles. Prerequisite: ENG 151. Three semester hours credit.

ENG 221. SURVEY OF WORLD LITERATURE.
A study of selected important writings from classical, medieval, English, and American literature. This study aids the student in discovering the characteristics and illustrative value of great literature. Prerequisite: ENG 152 and Sophomore standing. Three semester hours credit.

ENG 222. SURVEY OF AMERICAN LITERATURE.
A study of works representative of American literature from the Puritan Age through the 20th century. The course offers instruction in critical reading and writing with an objective of improving approaches to the analysis of literature from several literary periods. Prerequisite: ENG 152 and Sophomore standing. Three semester hours credit.

ENG 223. SURVEY OF ENGLISH LITERATURE.
A study of important works of English literature from Beowulf to the modern period. The primary focus will be on the major figures and the major trends, but the most significant works of some minor authors will be studied. This course will provide resource material for ministerial students. Prerequisite: ENG 152 and Sophomore standing. Three semester hours credit.

ENG 224. SURVEY OF CHRISTIAN LITERATURE.
A study of significant literature by important Christian writers from the first century until the present. This course is designed to be a resource for those in Christian ministry. Prerequisite: ENG 152 and Sophomore standing. Three semester hours credit.

ENG 300. THE MINISTER IN LITERATURE.
Selected readings from classical authors are reviewed and analyzed. The minister in literature is viewed from the historical and literary perspective. Prerequisite: ENG 152. Two semester hours credit.

ENG 305. POETRY: THEORY AND PRACTICE.
A study of the practice of poetry, using selected works of British and American poets. Prerequisites: one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 310. AMERICAN PROSE WRITERS: WORLD WAR I-PRESENT.
A study of major American prose writers representing various literary application from World War I to the present. List of works may vary with each offering. Prerequisites: One 200-level English course and Sophomore standing. Three semester hours credit.

ENG 315. CREATIVE FICTION.
A study of techniques and practice of fictional structure. Prerequisites: one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 320. ADVANCED GRAMMAR.
A course refining skills in grammar, mechanics, sentence structure, and paragraph construction. Prerequisites: completion of one 200-level English course and Sophomore standing. Three semester hours credit.
ENG 325. BRITISH AND AMERICAN LITERATURE: 1660-1800. An exploration of two major periods: Restoration and 18th century British literature alongside developing American literature. List of works may vary with each offering. Prerequisites: one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 330. NINETEENTH-CENTURY AMERICAN LITERATURE. An exploration of the major dramatic, prose, and poetic works of American literature during the nineteenth century (1800-1900). List of works may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 352. PROFESSIONAL WRITING. A course to prepare ministers to communicate effectively in their fields. Emphasis is given to organizing and composing public relations materials, business letters, church reports, resumes, and publications. Prerequisite: ENG 152. Two semester hours credit.

ENG 405. HISTORY OF THE ENGLISH LANGUAGE. A survey of selected Anglo-Saxon, medieval and early renaissance works central to the linguistic development of modern British and American English language and speech. Focusing major works dating from A.D. 450 (Old English) through 1599 (“Early Modern” English), course readings may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 410. ADVANCED COMPOSITION: THEORY AND PRACTICE. Advanced studies in composition with emphasis upon methods for organizing and developing various types of expository prose. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 415. SHAKESPEARE I: HISTORIES AND COMEDIES. A study of comedy and history plays, with attention to Wars of the Roses. List of plays may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 416. SHAKESPEARE II: TRAGEDIES AND ROMANCES. A study of Shakespeare’s major tragedies and romances. List of plays may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 420. NINETEENTH-CENTURY BRITISH NOVELS. A study of representative novels by British writers of the Romantic and/or Victorian period. List of works may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 421. BRITISH ROMANTIC LITERATURE. A study of representative fiction, poetry, and essays by British writers during the Romantic period (1789-1837). List of works may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 423. TWENTIETH-CENTURY BRITISH LITERATURE. A study of major twentieth-century British writers representing various literary applications from 1900 to the present. List of works may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 425. STUDIES IN THE SHORT STORY. A critical and interpretative study of short fiction. Prerequisites: one 200-level English course and Sophomore standing. Three semester hours credit.

EV 201. PERSONAL EVANGELISM. A basic course in personal evangelism to equip students for lifelong practice and leadership. Included are both the theory and the practice of personal evangelism. Various approaches and methodologies are utilized for personal equipping and for preparation for equipping others. Students are required to participate in personal soul-winning activities as part of the course of study. Two semester hours credit.

EV 302. LEADING A CHURCH IN EVANGELISM. A study of church evangelism to equip students for leading a local church in its comprehensive evangelistic ministry. Included are the church’s evangelistic foundation, direction, and strategy. Church health that leads to evangelistic growth is emphasized. A strategy for evangelism through the local church is developed. Prerequisites: Sophomore standing. Two semester hours credit.

EV 303. EVANGELISTIC PREACHING. A study of evangelistic preaching. Major emphases are the formation of the evangelistic sermon, the delivery of the evangelistic sermon, and the invitation for response. The work and preparation of both the preacher and the sermon receive attention. The course addresses the subject from the perspectives of both the pastor and the vocational evangelist. Prerequisites: PR 220 and Sophomore standing. Three semester hours credit.

EV 305. JESUS AND PERSONAL EVANGELISM. An analysis of the life and ministry of Jesus from the perspective of evangelism. The course utilizes case studies to determine Jesus’ strategies in personal evangelism. Prerequisite: Sophomore standing. Two semester hours credit.

EV 306. CONTEMPORARY EVANGELISM EQUIPPING METHODOLOGIES. A study of the current evangelism equipping methodologies available from the Southern Baptist Convention agencies and other evangelical groups. Provided through the classroom setting or a seminar/workshop setting, the course will assist students in understanding and implementing the equipping methodologies in their own personal evangelism and in the local church. Personal witnessing activity will be a part of the course. Prerequisites: EV 201 and Sophomore standing. Two semester hours credit.

EV 310-318. EVANGELIZING ADHERENTS OF NON-EVANGELICAL RELIGIOUS GROUPS. Courses in personal evangelism to assist Christian leaders in witnessing to adherents of specific non-evangelical groups. The origin, history, characteristics, leaders, and theology of the specified group will be considered, but the emphasis will be upon the evangelization of the adherents of the group. Prerequisite: Sophomore standing. Two semester hours credit.

EV 310. Evangelizing Catholics
EV 311. Evangelizing Muslims
EV 312. Evangelizing Hindus
EV 313. Evangelizing Buddhists
EV 401. CHURCH GROWTH PRINCIPLES AND PROCEDURES.
An advanced study of evangelistic church growth theory and practice. Major emphases are the discovery of biblical principles and theory for church growth, study and evaluation of the classic Church Growth Movement and various forms of contemporary church growth including Southern Baptist models, and the practical implementation of evangelistic church growth in local churches. Prerequisites: EV 302 and Junior standing. Three semester hours credit.

GREEK

GRK 201. NEW TESTAMENT GREEK I.
An introduction to the Greek language with a view to its use in understanding the New Testament. Basic grammar and vocabulary building are emphasized, along with some translation from the Greek New Testament. Prerequisites: Completion of Biblical/Theological Foundation and BI 212. Three semester hours credit.

GRK 202. NEW TESTAMENT GREEK II.
A continuation of GRK 201. Additional attention is given to basic grammar and vocabulary building but with increased emphasis upon translation from the Greek New Testament. Prerequisite: GRK 201. Three semester hours credit.

HEBREW

HEB 201. ELEMENTARY HEBREW I.
An introduction to the Hebrew language with a view to understanding the Old Testament. Basic grammar and vocabulary building are emphasized, along with some translation from the Hebrew Old Testament. Prerequisites: Completion of Biblical/Theological Foundation and BI 212. Three semester hours credit.

HEB 202. ELEMENTARY HEBREW II.
A continuation of HEB 201. Additional attention is given to basic grammar and vocabulary building but with increased emphasis upon translation of the Hebrew Old Testament. Prerequisite: HEB 201. Three semester hours credit.

HISTORY

HI 200. HISTORY OF ECONOMIC THOUGHT.
Examines the intellectual history of economics. The ideas of economists (including Smith, Ricardo, Marx, Keynes, Schumpeter and Knight) are analyzed and compared. Three semester hours credit.

HI 211. WESTERN CIVILIZATION: Earliest Times to 1700.
A survey intended to give perspective on the development of political, economic, religious, and cultural institutions and ideas. These are related historically from the earliest beginnings to the close of the 17th century. Three semester hours credit.

HI 212. WESTERN CIVILIZATION: 1700 to Present.
A continuation of the story of man’s development from 1700 to the present. Emphasis is given to the evolution of modern civilization with its present-day problems and conditions. Three semester hours credit.

HI 223. AMERICAN HISTORY: AGE OF EXPLORATION TO RECONSTRUCTION.
A survey of the development of the United States from the colonial period through Reconstruction. Three semester hours credit.

HI 224. AMERICAN HISTORY: RECONSTRUCTION TO PRESENT.
A survey of the economic, political, cultural, and diplomatic history of the United States since the Civil War. Three semester hours credit.

HI 225. UNITED STATES GOVERNMENT.
An introductory course on the political process in America with a focus on national political institutions. Three semester hours credit.

HI 226. HISTORY OF AMERICAN SOCIAL DEVELOPMENT.
An interdisciplinary survey of development in the interrelationships of American social systems, including churches, families, and government. Three semester hours credit.

HI 301. TWENTIETH CENTURY AMERICAN HISTORY.
A survey of the cultural, economic, and social history of the United States from 1900 to the end of the twentieth century. Each topic is studied within its political framework. Prerequisite: HI 211, HI 224, or Sophomore standing. Three semester hours credit.

HI 302. ROMAN HISTORY.
A study of Roman civilization from the rise of the republic to the fall of the empire. Emphasis is given to political and cultural developments. Prerequisite: HI 211, or Sophomore standing. Three semester hours credit.

HI 303. ENGLISH HISTORY.
A survey of English history from the Romans to the present. This study traces the development of English government, society and culture from the Roman period to the present. Prerequisite: HI 211 or Sophomore standing. Three semester hours credit.

HI 304. CHRISTIAN HISTORY.
A survey of Christianity from the time of Christ to the present. Special consideration is given to important events, notable persons, the development of the Roman Catholic Church, the Reformation, and missionary expansion. Prerequisite: Sophomore standing. Three semester hours credit.

HI 306. GEOGRAPHY.
A study of basic geography. The course will include a study of Earth-space relations, latitude and longitude, season, time, weather, climate, vegetation, landforms, water resources, soils, and mapping the physical environment. Emphasis will be given to the study of earth-surface processes, with consideration of human interaction with the physical environment. Three semester hours credit.

HI 405. HISTORY OF SOUTHERN BAPTISTS
A study of the history of Southern Baptists from their roots in English Separatists in the 1600s until the present. Students will study key figures, places and dates in the history of the convention, as well as significant controversies. Students will examine primary sources in the study of the history of Southern Baptists. Prerequisites: Junior standing. Three semester hours credit.

HI 410. HISTORY OF THE MIDDLE EAST.
A survey of the history of the Middle East with a concentration on developments since 1900. Both Israel and the Arab states are studied, and their relations with one another explored as they emerge into the family of nations. The course will focus on current events and the historical background of those events. Prerequisites: HI 211. Junior standing. Three semester hours credit.
HI 415. FLORIDA HISTORY. A study of the development of Florida from pre-history to its beginnings as a Spanish settlement through its role in the Space Age. An examination of significant sites and persons will be included. Prerequisites: HI 223 or HI 224 or Junior standing. Three semester hours credit.

HUMANITIES

HUM 101. APPRECIATION OF THE ARTS. A study of music and the visual arts. There will also be an emphasis on basic musical techniques, elements, and skills. The course will also focus on elements of art and principles of design such as color, shape, texture, balance, etc., with an emphasis on developmentally appropriate use of techniques, materials, and tools. Three semester hours credit.

HUM 102. APPLIED HUMANITIES. An introduction to creative and artistic disciplines used in church and school settings. This course will include an introduction to theatrical arts, an introduction to music appreciation, and an introduction to visual communication arts. Three semester hours credit.

HUM 103. THE HUMANITIES: ANCIENT TO MEDIEVAL. An introduction to the art, architecture, and literature that has shaped western culture from ancient civilization through the medieval times. Students will develop an understanding of how events, thought, and technology shaped the arts. Three semester hours credit.

HUM 104. THE HUMANITIES: RENAISSANCE TO TWENTIETH CENTURY. An introduction to the art, architecture, music, and literature of the renaissance, baroque, neoclassical, and modern heritages. Students will develop an understanding of how events, thought, and technology shaped the arts. Three semester hours credit.

HUM 220. INTEGRATING ART AND MUSIC A study of integrating art and music in the elementary curriculum. Emphasis will be placed on the basic history and theory of art and music. Students will have an opportunity to effectively integrate lesson planning and modeling techniques to art and music in the elementary classroom. Three semester hours credit.

HUM 300. SPECIAL STUDY IN HUMANITIES. A course designed as a special study of a subject not in the regular curriculum of the college but within the usual disciplines of the curriculum. The methodology can include either a classroom experience or independent study. Prerequisites and number of credit hours will vary according to the nature of each course.

INFORMATION TECHNOLOGY

IT 101. INTRODUCTION TO COMPUTER USE. A beginning course in computer usage. Students study concepts and terminology of microcomputer hardware and software and complete assignments using a microcomputer and appropriate software for selected applications. Two semester hours credit.

IT 202. INFORMATION TECHNOLOGY APPLICATIONS A course designed to give students a wide range of skills in the proper utilization of microcomputer applications. Software applications used include word processing, spreadsheet, database, presentation, and desktop publishing. Prerequisite: Successful completion of IT 101 or the successful completion of an IT 101 comprehensive examination. Three semester hours credit.

IT 310N. INTRODUCTION TO ONLINE LEARNING. A course designed to orient the student to the basics of the Jenzabar learning management system and to online courses. The student will participate with the professor on practical application in relation to participation in online study. To be completed in the first week of the semester, the course is required for students enrolling in an online course for the first time and must be completed within the first week of courses prior to the drop/add deadline date for the semester. This course may not be taken just for general elective credit. One semester hour credit.

IT 440. ADVANCED INFORMATION TECHNOLOGY. A study of advanced applications of information and media technology. The course includes an introduction to Web site creation as well as advanced concepts in presentation, spreadsheet, and word processing software. Prerequisite: IT 202. Three semester hours credit.

LEADERSHIP

LA 102. BIBLICAL FOUNDATIONS OF LEADERSHIP. A study of biblical foundations of leadership. The student will seek to examine various biblical models of leadership and develop a theological basis of leadership. Biblical personalities, servanthood, and stewardship will be compared and contrasted to contemporary models of leadership. Students will explore, develop, and articulate their personal philosophy of leadership. Three semester hours credit.

LA 103. SOUTHERN BAPTIST LIFE AND WORK. A study of Southern Baptist Life and Work. The student will be introduced to matters of polity, organization, history, and commitment to global missions as related to the local church, the local association, the state convention and the Southern Baptist Convention. Special emphasis will be given to the Cooperative Program as the primary means for carrying out mission work among Southern Baptists. Two semester hours credit.

LA 200. THE MINISTRY OF LEADERSHIP. A study of the nature of Christian leadership in the local church. The course introduces the student to the relationship between discipleship and character development of spiritual leaders, as well as the principles and skills of leadership in Christian ministries that are more fully developed over the course of their degree program. Prerequisite: Sophomore standing. Three semester hours credit.

LA 201. LEADERSHIP FOR CHURCH GROWTH. A study of leadership models, personality types, characteristics and contemporary paradigms in leadership. Tools for assessment strategies for integrating various personality types, styles of leadership, the role of vision, and the development of a leadership team will be included. Prerequisite: Sophomore standing. Three semester hours credit.

LA 202. CHURCH STAFF RELATIONS. A study of the principles, procedures, and relational dynamics involved in effective church staff work. Attention is given to the calling of a staff member, job descriptions, organizations, policies, procedures, supervision, staff meetings, and developing an effective church staff team. Prerequisite: Sophomore standing. Three semester hours credit.

LA 301. THE MINISTER AS LEADER. A study of the minister as leader. The biblical role of the minister’s call, character, and competence will be exam-
LA 302. **CHANGE AND CONFLICT MANAGEMENT.**
A study of principles in managing change effectively in the church. The course includes a study of approaches to handling conflict including the recognition, avoidance, and management techniques related to conflict. Prerequisite: Sophomore standing. Two semester hours credit.

LA 303. **TEAM MINISTRY.**
A study of team leadership. This course explores the use of task-oriented teams in accomplishing the work of churches and empowering lay leaders. Policies and practices of selection, recruitment, training, and development of paid staff and volunteers will be examined. Prerequisite: Sophomore standing. Two semester hours credit.

LA 305. **VISIONARY LEADERSHIP.**
A study introducing the discipline of visionary leadership. The course will investigate the importance of vision, various persons of visionary leadership and the communicative and spiritual aspects of implementing vision. Prerequisite: Sophomore standing. Two semester hours credit.

LA 310. **CHURCH GROWTH AND DEVELOPMENT: FBC JACKSONVILLE PASTORS CONFERENCE.**
A study of the various elements of church growth and development. This course provides first hand study of a variety of ministry topics related to church growth and development through participation in extensive offerings of the conference. Because enrollment is limited, graduating seniors will be given priority status. This course includes a lab/travel fee of $200.00 to cover cost of lodging and meals. Two semester hours credit.

LA 311. **CHURCH LEADERSHIP AND DEVELOPMENT: TIMOTHY/BARNABAS PASTORS SCHOOL.**
A seminar of church leadership and development. Students study the various aspects of church leadership, leadership development and participate in the seminar/school led by prominent, dynamic Southern Baptist leaders. Because enrollment is limited, graduating seniors will be given priority status. This course includes a lab/travel fee of $200.00 to cover cost of lodging and meals. Two semester hours credit.

LA 320. **CHURCH BUSINESS ADMINISTRATION.**
A study of the principles and practices of effectively managing the business affairs of a church. The course will examine the changing role of leadership and management in a single-staff, bi-vocational multi-staff, or a fully funded multi-staff church. Issues to be addressed include: budgeting, accounting practices, marketing, and systems alignment. Prerequisite: Sophomore standing. Two semester hours credit.

LA 370. **OUTDOOR LEADERSHIP AND DISCIPLESHIP SCHOOL.**
An outdoor leadership program. The OLD school outdoor leadership program is offered in partnership with Snowbird Wilderness Outfitters of Andrews, NC. The program offers students the opportunity to gain leadership and outdoor recreation skills and certifications on the field. The student will also study a variety of intensive and relevant biblical and theological issues to apply in further academic pursuits and vocational settings. The course is offered completely through the staff leadership of Snowbird with consultation from a BCF campus supervising professor. Current enrollment through BCF is required to receive academic credit for this program of study. Costs for the program include SWO costs plus BCF tuition and fees costs. For information on this program of study contact the registrar’s office. Twelve semester hours credit.

LA 401. **LEADERSHIP INTERNSHIP.**
An internship directed by the college providing on-site Leadership ministry experience. The student is required to submit to the Leadership program director for approval of an appropriate Leadership ministry work assignment. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating ministry agency. The emphasis of this internship will be practical experience through supervised, on-site ministry work. The student will meet with the LA/CE program coordinator for the purpose of evaluating the readiness of the student to engage in field study through the internship. An appropriate number of courses must have been completed by the student prior to approval for internship. Students will not be allowed to do their internship in positions where they are currently employed unless approved by the program coordinator. Prerequisite: Junior standing. Three semester hours credit.

LA 410. **LEADERSHIP INTEGRATION.**
A senior integration course for Leadership majors. Students will review foundational skills learned from core studies and will conduct a major research paper demonstrating the skills of research, writing, and familiarity with contemporary leadership issues. Students will complete an orientation trip to LifeWay Christian Resources or a major Baptist church leadership clinic. This course includes a lab fee of $200.00 to cover lodging and meals. Required for Leadership majors. Prerequisite: Senior standing. Two semester hours credit.

LA 420. **THE CHURCH AND THE LAW.**
A study of legal issues in church ministry. Topics include taxes, ministerial liability, insurance, IRS regulations for non-profit organizations, annuities, housing, permits, licenses, and various regulatory agencies. Prerequisite: Junior standing. Two semester hours credit.

LA 440. **GROWING PERSONALLY AND PROFESSIONALLY IN MINISTRY.**
A summary course designed to enhance readiness for ministry of prospective graduates. Prerequisite: Junior standing. Two semester hours credit.

LA 450. **LEADERSHIP DYNAMICS OF ORGANIZATIONS.**
A study of organizational leadership dynamics. The course includes an examination of systems theory as it relates to strategic planning, policy formation, and decision-making. Techniques used in analyzing and solving organizational problems will be explored. Prerequisite: Junior standing. Two semester hours credit.

**MATHEMATICS**

MA 110. **PRE ALGEBRA.**
A mathematics course that will introduce students to fundamental concepts in algebra. Topics include basic operations on whole numbers, fractions, and decimals as well as a study of percent, real numbers, variables, and an introduction to equations. This course does not satisfy Mathematics curriculum requirements. Three semester hours credit.
MA 120. ELEMENTARY ALGEBRA.
A remedial algebra course. Topics include basic operations on real numbers, exponential notation and order of operations, problem solving using equations and inequalities, graphing linear equations, basic operation on polynomials and factoring polynomials. This course does not meet the general education requirements for any degree. Three semester hours credit.

MA 130. BUSINESS MATHEMATICS.
A practical business mathematics course. Topics include a review of basic mathematical operations; simple and compound interest; annuities, stocks, and bonds; business and consumer loans; taxes and insurance. A scientific calculator is required. This course does not meet the general education requirements in mathematics for teacher education or counseling programs. Three semester hours credit.

MA 210. GEOMETRY.
A basic college geometry course. Topics include basic ideas of geometry, geometry of motion and change, and measurement and geometry. Prerequisite: Two years high school algebra or pass the algebra placement test (minimum grade of 75%) or pass MA 120. Three semester hours credit.

MA 220. FINITE MATHEMATICS.
A finite mathematics course. Topics include set concepts, logic, probability and statistics. Prerequisites: Two years of high school algebra or pass the algebra placement test (minimum grade of 75%) or pass MA 120. Three semester hours credit.

MA 230. COLLEGE ALGEBRA.
A basic college algebra course. Topics include a review of basic algebraic operations, functions and graphs, systems of equations and problem solving, exponents and radical, quadratic functions and equations. Prerequisites: Two years of high school algebra or pass the algebra placement test (minimum grade of 75%) or pass MA 120. Three semester hours credit.

MEDIA MINISTRY

MM 201. INTRODUCTION TO MEDIA MINISTRY.
An introductory study of the theory and practice of media ministry for the local church. Foundational, theoretical, and practical matters will be considered. Prerequisite: IT 202, equivalent, or permission. Two semester hours credit.

MM 302. VISUAL MEDIA SOFTWARE.
A study of presentation software for the church with special attention given to advanced Power Point, Media Shout, Easy Worship, and Pro Presenter Plus. Video editing software including but not limited to Final Cut Pro will be studied. Students will also study introductory principles of video recording and production. Prerequisite: IT 202, equivalent, or permission. Two semester hours credit.

MM 303. SEQUENCING AND RECORDING SOFTWARE.
A study and application of sequencing and recording software for the church setting. Special attention will be given to software including but not limited to Pro Tools, Cubase, and Reason. Prerequisite: IT 202, equivalent, or permission. Three semester hours credit.

MM 304. DIGITAL SOUND/MULTIMEDIA DESIGN I.
An advanced study of Midi software and hardware, digital design and multimedia equipment, and Digital Audio Workstations. Prerequisite: IT 202, equivalent, or permission. Three semester hours credit.

MM 305. DIGITAL SOUND/MULTIMEDIA DESIGN II.
A study of digital media in video and web-based applications. Prerequisites: MM 304 or permission. Three semester hours credit.

MM 402. MEDIA PRODUCTION AND OPERATIONS.
A study of the theory and practice of audio and video production, with practical work to develop skills in studio and control room equipment operation and in directing and producing various kinds of audio and video productions and programs. Prerequisite: IT 202, equivalent, or permission. Three semester hours credit.

MM 420. MEDIA MINISTRY INTERNSHIP.
A one semester or summer internship completed either as part of the BCF media support staff or as part of a local ministry application with approval of the professor. Prerequisite: Junior standing. Three semester hours credit.

MM 421. MEDIA MINISTRY INTERNSHIP.
A one semester or summer internship completed either as part of the BCF media support staff or as part of a local ministry application with approval of the professor. Prerequisite: Junior standing. Seven semester hours credit.

MISSIONS

MI 202. INTRODUCTION TO CHRISTIAN MISSIONS.
A basic course in missions that explores the theological, biblical, practical, and spiritual foundations of Christian missions. Emphasis is given to the theology of missions and the missionary message of the Bible from Genesis to Revelation. Prerequisite: Sophomore standing. Two semester hours credit.

MI 205. HISTORY OF CHRISTIAN MISSIONS.
A survey of the development and history of intentional missionary activity from Acts to the present. Special attention will be given to the influential persons and events that helped shape the modern mission movement in general, and the work of Southern Baptists in particular. Prerequisite: Sophomore standing. Two semester hours credit.

MI 301. LIFE ON THE MISSION FIELD.
A practical course intended to prepare cross-cultural missionaries and workers for life overseas. Special emphasis will be placed on overcoming the challenges of culture and language acquisition and adopting an incarnational model of ministry. Prerequisite: MI 306. Two semester hours credit.

MI 306. CROSS-CULTURAL MINISTRY.
A study of cross-cultural ministry and the dynamics, leadership, and qualities for providing effective ministry in the cross-cultural context. An understanding of cultures and worldviews, adapting and working with appropriate cultural sensitivity, and learning to provide Christian witness and ministry to persons of other cultures will be explored. Two semester hours credit.

MI 311. CHURCH PLANTING.
A study of the principles of planting new churches. Focused primarily on planting churches in North America, the course will survey biblical materials pertaining to church planting, but the emphasis will be on practical application. Students will learn about various approaches to church planting and the resources available. Prerequisite: Sophomore standing. Three semester hours credit.

FLORIDA CHURCH STARTING PRACTICUM.
An internship directed by the college, providing on-site experience for students starting new churches in cooperation with the North American Mission Board, Florida
MI 324/325. INTERNATIONAL MISSIONS PRACTICUM I AND II.
An internship directed by the college providing on-site North American missions experience in cooperation with the North American Mission Board of the Southern Baptist Convention, Southern Baptist church partners, or other approved missionaries or agencies. The methodology will include supervised research on the culture, history, and contemporary application of missions of the proposed mission field and an on-site missions project. Prerequisite: Sophomore standing. Three semester hours credit.

MI 419. SHORT-TERM MISSIONS INTERNSHIP.
An internship directed by the college providing on-site missions experience. An assignment for the student will be arranged in cooperation with the International Mission Board of the Southern Baptist Convention, Southern Baptist church partners, or other approved missionaries or agencies. The methodology will include supervised research on the culture, history, and contemporary application of missions of the proposed mission field and an on-site missions project. Prerequisite: Sophomore standing. Six semester hours credit.

MI 420. SUMMER MISSIONS INTERNSHIP.
A summer (about ten weeks) internship directed by the college providing on-site missions experience. An assignment for the student will be arranged in cooperation with the International Mission Board, the North American Mission Board, or another approved missions entity. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating missions agency. The internship will require some study and/or research about missions, the mission field, and the targeted people, but the emphasis will be practical experience through supervised, on-site missions work. Prerequisites: Junior standing and approval by Missions professor. Six semester hours credit.

MI 421. SEMESTER MISSIONS INTERNSHIP.
A semester (thirteen to fifteen weeks) internship directed by the college providing on-site missions experience. An assignment for the student will be arranged in cooperation with the International Mission Board, the North American Mission Board, or another approved missions entity. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating missions agency. The internship will require some study and/or research about missions, the mission field, and the targeted people, but the emphasis will be practical experience through supervised, on-site missions work. Prerequisites: Junior standing and approval by Missions professor. Nine semester hours credit.

MUS 101. RECITAL LAB.
A listening experience aimed at exposing the student to a wide variety of musical styles and genres for many different performing media. Music majors must attend at least 80% of all music division recitals, concerts, etc. Required of all music majors every semester enrolled. Zero semester hours credit.

MUS 150I-450I, 150K-450K, 150V-450V
APPLIED MUSIC (1-3 HOURS).
Individual applied lessons for students who have been admitted to a music major or minor program or who receive approval of the music division chair. Each private applied lesson requires a jury examination or juried recital performance.

MUS 201I. APPLIED INSTRUMENTAL JAZZ I.
An introduction to jazz studies and improvisation on an applied instrument. One semester hour credit.

MUS 206I. INSTRUMENTAL CHAMBER MUSIC.
A survey of instrumental chamber music literature. Class time will be spent studying several standard chamber music works throughout history. Students will also become familiar with chamber music works, which include their principal instrument. Prerequisite: MH 201. Two semester hours credit.

MUS 301I. APPLIED INSTRUMENTAL JAZZ II.
An advanced continuation of applied jazz studies. Prerequisite: MUS 201I. One hour credit.
MUSIC: EDUCATION

MUE 211. INTRODUCTION TO MUSIC EDUCATION.
A survey of the major philosophies and trends in music education. Also the sequencing of music concepts and skills will be explored in this class. Additionally, the course will provide students with opportunities to observe music classrooms at both the elementary and secondary choral and instrumental level. Two semester hours credit.

MUE 350. MATERIALS AND METHODS FOR THE ELEMENTARY MUSIC CLASSROOM.
A review of elementary music curricula to discover how the methodologies of Orff, Kodaly, and Dalcroze are utilized, and to further explore appropriate sequencing of music concepts and skills. This class will include a thorough study of the child’s voice, choral literature, conducting techniques, organization of the music classroom, Curwen hand signs, classroom instruments, recorder, and ukulele. Prerequisite: MUE 211. Three semester hours credit.

MUE 351. MATERIALS AND METHODS FOR THE SECONDARY CHORAL MUSIC CLASSROOM.
A study of the development and training of adolescents in the organization of various choral ensembles, verbal and non-verbal teaching techniques, and a study of age appropriate choral literature will be included in this class. Prerequisite: MUE 211. Three semester hours credit.

MUE 352. MATERIALS AND METHODS FOR THE SECONDARY INSTRUMENTAL MUSIC CLASSROOM.
A study of the development and training of adolescents in the organization of various instrumental ensembles, verbal and non-verbal techniques, and a study of age appropriate instrumental literature will be included in this class. Prerequisite: MUE 211. Three semester hours credit.

MUSIC: TECHNOLOGY

MUT 301. ADVANCED FINALE.
A study of the advanced applications in Finale notation software. Topics will include Midi files, hyperscribe, Midi scan, and printing for music ministry and music education applications. Prerequisites: MT 202. Two semester hours credit.

MUT 302. VISUAL MEDIA SOFTWARE.
A study of presentation software for the church with special attention given to advanced PowerPoint, Media Shout, Easy Worship, and Pro Presenter Plus. Prerequisites: MU 202, MUT 360, IT 202 or permission. Two semester hours credit.

MUT 303. SEQUENCING AND RECORDING SOFTWARE.
A study and application of sequencing and recording software for the church or music education setting. Special attention will be given to Pro Tools, Cubase, and Reason. Prerequisites: MU 202, MUT 360, IT 202, or permission. Three semester hours credit.

MUT 304. DIGITAL SOUND/MULTIMEDIA DESIGN I.
An advanced study of Midi software and hardware, digital design and multimedia equipment, and Digital Audio
MUT 305. DIGITAL SOUND/MULTIMEDIA DESIGN II.
A study of digital media in video and web-based applications. Prerequisites: MUT 304 or permission. Three semester hours credit.

MUT 420. MUSIC MEDIA MINISTRY INTERNSHIP.
A one semester internship completed either as part of the BCF media support staff or as a part of a local ministry application with approval of the professor. Prerequisites: All other courses in the Media Ministry component. Seven semester hours credit.

MUSIC: ENSEMBLE

ME 101. COLLEGE CHOIR.
A choir of mixed voices. Open to all students. One semester hour credit.

ME 205. HANDBELLS.
An ensemble of auditioned handbell-ringers. Emphasis is given to ringing techniques, care and maintenance of handbells, and methods and materials for leading church and school handbell ensembles. Open to all students by audition. One semester hour credit.

ME 209. ORCHESTRA.
An ensemble of orchestral instruments. The ensemble is designed to provide training in experiences in instrumental music. Open to all students by audition. One semester hour credit.

ME 303. CHORALE.
A male choral ensemble. The ensemble is intended for male students. Open by audition only, this ensemble travels extensively. One semester hour credit.

ME 307. COLLEGE SINGERS.
An auditioned choir of mixed voices. The choir is intended for experienced singers who have the ability to perform traditional choir literature from all the major style periods. Open to all students by audition. One semester hour credit.

ME 311. WOMEN’S ENSEMBLE.
An auditioned ensemble for female voices. This ensemble is intended to provide experiences in literature for female voices. Open to all students by audition. One semester hour credit.

ME 313. JAZZ ENSEMBLE.
An auditioned ensemble for instrumentalists. This course is designed to provide experiences in jazz literature appropriate for church, school, and public performances. One semester hour credit.

ME 314. GUITAR ENSEMBLE.
An ensemble comprised of guitars. This ensemble is designed to provide training and experiences in playing a variety of guitar instruments and guitar literature both original and arranged for guitar. Open to all students by audition. One semester hour credit.

MUSIC: HISTORY AND LITERATURE

MH 201. MUSIC LITERATURE.
A survey of the major musical genres from the Renaissance through the 20th century. Prerequisites: MT 102, MT 104. Two semester hours credit.

MH 203 V, K, I, G. APPLIED MUSIC LITERATURE.
An intense investigation of literature in the student’s principal applied performing area. Two semester hours credit.

MH 302. WORLD MUSIC CULTURES AND MISSIONS.
A study of the musics of a variety of cultures including South America, Brazil, Indonesia, Africa, Asia, Australia, and the Indian continent. Two semester hours credit.

MH 303I. ADVANCED INSTRUMENTAL LITERATURE.
An advanced study of instrumental literature covering significant works of different genres and periods. Prerequisite: MH 203I. One semester hour credit.

MH 403. MUSIC HISTORY AND LITERATURE: ANTIQUITY TO BAROQUE.
A survey of music and composers from antiquity through the Baroque period. The course includes non-western
music studies, Part I. Prerequisite: MT 202. Three semester hours credit.

**MT 102. INTERMEDIATE HARMONY.**
A continuation of MT 101. The course includes study of harmonization of melodies, non-chord tones, and sevenths. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 101. Three semester hours credit.

**MT 103. SIGHT SINGING AND EAR TRAINING I.**
A beginning course designed to develop sight singing and aural skills necessary for basic musicianship. To be taken concurrently with MT 101. One semester hour credit.

**MT 104. SIGHT SINGING AND EAR TRAINING II.**
A continuation of MT 103. To be taken concurrently with MT 102. Prerequisite: MT 103 or equivalent. One semester hour credit.

**MT 201. ADVANCED HARMONY I.**
Advanced studies of harmony in the common practice period. This course includes study of the chromatic vocabulary. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 201. Three semester hours credit.

**MT 202. ADVANCED HARMONY II.**
A continuation of MT 201. The course includes the completion of the chromatic vocabulary. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 201. Three semester hours credit.

**MT 203. SIGHT SINGING AND EAR TRAINING III.**
Advanced studies in sight singing, ear training, and dictation. Prerequisite: MT 104 or equivalent. One semester hour credit.

**MT 204. SIGHT SINGING AND EAR TRAINING IV.**
A continuation of MT 203. Prerequisite: MT 203 or equivalent. One semester hour credit.

**MT 301. FORM AND ANALYSIS.**
A study of music form and techniques of analysis. Prerequisite: MT 202. Two semester hours credit.

**MT 305. CHORAL ARRANGING.**
A practical course in arranging music for various choral groups. Prerequisite: MT 202. Three semester hours credit.

**MT 312. COMPOSITION.**
Writing for vocal media utilizing small forms. Open by audition only. Prerequisite: MT 202. Three semester hours credit.

**MT 405. ORCHESTRATION.**
An introduction to writing for orchestral instruments. Techniques for scoring and principles of arranging are studied. Prerequisite: MT 202. Two semester hours credit.

**MUSIC: CHURCH**

**MU 105. THE MINISTRY OF MUSIC.**
The role of the music ministry in the total program of the church. Emphasis is given to Biblical foundations for church music, administration of the music ministry, music in worship and evangelism, construction requirements for church music, and staff relationships. Two semester hours credit.

**MU 208. CHAPEL PRAISE TEAM.**
An auditioned instrumental and vocal ensemble for the specific purpose of providing music for chapel. Open to all students by audition. One semester hour credit.
MU 201. INTRODUCTION TO CHURCH MUSIC: PHILOSOPHY AND ADMINISTRATION.
An introduction to the philosophical and administrative issues unique to pre-professional church musicians. Two semester hours credit.

MU 202. TECHNOLOGY FOR MUSIC MINISTRY.
A study of the technological skills required for church musicians in Southern Baptist churches. Special attention will be given to audio sound systems, projection systems, both hardware and software, and video and television production. Three semester hours credit.

MU 301. MUSIC IN WORSHIP.
A study of the significance of church music in public worship. Emphasis is given to the meaning of worship, Biblical reference to music in worship, early Christian practices, contemporary Christian practices, and planning for worship. Two semester hours credit.

MU 303. HYMNODY.
A study of Christian hymnody. Course content includes the historical patterns, the contributions of significant persons, the usage of the hymn in Christian worship, and the hymn literature which furthers the ever-increasing stream of Christian song. Prerequisite: Sophomore standing. Two semester hours credit.

MU 309. RHYTHM SECTION METHODS.
A course designed to prepare students to play components of a typical rhythm section for contemporary worship music. Students will learn basic skills, play trap set, bass guitar, electric keyboards, and supplementary percussion instruments. Two semester hours credit.

MU 330 MUSICAL DRAMA.
Performing and directing large musical genres for church and community. The course is intended for singers and will include stage movement, set design, and construction, make-up, theatrical lighting, acting, and character development. Admission to the class by audition only. Two semester hours credit.

MU 403. CONTEMPORARY WORSHIP PRACTICES.
An overview of the resources and trends in evangelical worship in America. Particular attention will be paid to orchestrations, charts, music delivery systems, and technological needs. Two semester hours credit.

MU 405. MUSIC EDUCATION IN THE CHURCH: PRESCHOOL AND CHILDREN.
Foundations and philosophy of music ministry in the church. Attention is given to methods and materials for children's choirs and to the effective use of music with children in the total church program. Prerequisite: Junior standing. Two semester hours credit.

MU 406. MUSIC EDUCATION IN THE CHURCH: YOUTH AND ADULT.
The role of the music ministry in the total church program. Attention is given to organizations, development, and administration of a church-wide program of ministry through music; methods and materials for worship; and church staff relations. Prerequisite: Junior standing. Two semester hours credit.

MU 407. USING ORFF AND KODALY IN THE CHURCH.
A study of the philosophy and methods of Carl Orff and Zoltan Kodaly as they apply to church music education. Emphasis is given to understanding how to play the appropriate instruments, arrange folk songs, fun songs, and hymns for the instruments, and how to teach spiritual concepts through music skills to children. Two semester hours credit.

MU 409. SONG WRITING AND ARRANGING FOR CONTEMPORARY WORSHIP.
A course designed to give students experience in writing congregational songs for use in a variety of contemporary worship settings. Students will have experience using a variety of notation and composition programs. Prerequisite: MT 202 or Permission of Professor. One semester hour credit.

MU 414. MATERIALS AND METHODS FOR AGE GROUP MUSIC MINISTRY.
Foundations and methods of age group music ministry in the church. Attention is given to methods and materials for fully-graded music ministry age three years through senior adults including small and large-group vocal, choral, and instrumental ensembles. Three semester hours credit.

MU 415. FIELD EXPERIENCE PRACTICUM.
A ten week culminating project designed to assist the student in synthesizing and utilizing the skills and concepts acquired in the major. Projects will be designed with the supervising professor. Prerequisite: Students must have completed at least 15 hours in the concentration. Two semester hours credit.

MV 100. FOUNDATIONS AND PREPARATION FOR VOCAL STUDY.
A competency-based course to develop the basic skills required for private study in voice. Required of all music majors who do not audition into private study. One semester hour credit.

MV 101. ITALIAN DICTION FOR SINGERS.
A study of Italian diction for singers. The course includes application of rules of Italian diction and use of the International Phonetic Alphabet within the context of Italian vocal literature. One semester hour credit.

MV 115, 116. CLASS VOICE.
Group voice instruction for music majors who have selected voice as a secondary instrument, music minors, and non-music majors. Prerequisites: MV 100 or audition into the class, MT 100. One semester hour credit.

MV 120, 121. GROUP VOCAL INSTRUCTION FOR PUBLIC SPEAKING.
A study of correct pronunciation, vocal health and hygiene, and communication/presentation skills for public speakers. One semester hour credit.

MV 201. GERMAN DICTION FOR SINGERS.
A study of German diction for singers. The course includes application rules of German diction and use of the International Phonetic Alphabet within the context of German vocal literature. One semester hour credit.

MV 301. FRENCH DICTION FOR SINGERS.
A study of French diction for singers. The course includes application rules of French diction and use of the International Phonetic Alphabet within the context of French vocal literature. One semester hour credit.

MV 304. SACRED SOLO LITERATURE.
Survey of song literature especially suitable for church use. The course is designed to expand the student's knowledge of sacred solo repertoire for the voice. Open to all students. One semester hour credit.

MV 410. ANATOMY AND PHYSIOLOGY OF THE VOCAL MECHANISM.
A study of the anatomy and physiology of the voice, and the pathophysiology, and psychophysiology of the stress
and performance, and the evaluation of vocal abuse and vocal hygiene practices. Three semester hours credit.

**MV 411. VOCAL PEDAGOGY.**

A study and evaluation of vocal methods and teaching techniques for the prospective teacher. The student is given supervised experiences in teaching voice supplemented by demonstration and discussion in class. Prerequisite: MUS 250V, MV 410. Two semester hours credit.

**MV 412,413. VOCAL PEDAGOGY PRACTICUM.**

Application of vocal teaching practices and techniques for the prospective voice teacher in class, private, and choral settings. Prerequisites: MV 410, MV 411. Three semester hours credit.

**MV 415. VOCAL PERFORMANCE WORKSHOP.**

A practical study and application of performance skills across various vocal genre. The course will include performance experiences including (but not be limited to) musical theater, opera, song cycles, and contemporary Christian literature and technique. Two semester hours credit.

**NEW TESTAMENT**

**NT 321. THE LIFE OF JESUS.**

A study of the life and teachings of Jesus from the primary sources. Special emphasis will be given to a harmony of the Gospels and an understanding of Christ’s teachings. Prerequisite: BF 103. Three semester hours credit.

**NT 322. THE LIFE OF PAUL.**

A study of the life and teachings of Paul from the primary sources. Special emphasis will be given to a harmony of Acts and Paul’s Epistles and an understanding of Paul’s teachings. Prerequisite: BF 103. Three semester hours credit.

**NT 331. NEW TESTAMENT THEOLOGY I.**

A study of the theology of the Gospels and Acts. Special attention will be given to Christology, the Kingdom of God, and missions. Prerequisite: Junior standing. Two semester hours credit.

**NT 332. NEW TESTAMENT THEOLOGY II.**

A study of the theology of Paul, the general epistles, and Revelation. Special attention will be given to Christology, ecclesiology, pneumatology, and eschatology. Prerequisite: Junior standing. Two semester hours credit.

**NT 441-458. NEW TESTAMENT BOOK STUDIES.**

Exegetical and analytical studies of specific New Testament books. Attention will be given to each book’s background, literary structure, present-day relevance, and to exercising the student’s hermeneutical skills. Prerequisites: BI 212 strongly advised. Two semester hours credit.

**OLD TESTAMENT**

**OT 301. THE DOCTRINE OF CREATION.**

A survey of the major theories of creation and an examination of how each theory attempts to reconcile science and Scripture. Prerequisites: BF 101 and Sophomore standing. Three semester hours credit.

**OT 331. OLD TESTAMENT THEOLOGY.**

A study of Old Testament revelation concerning the doctrines of God, mankind, election, covenant, sin, and redemption. Each doctrine is examined from historical and exegetical viewpoints, especially in regard to application. Prerequisite: BI 212. Two semester hours credit.

**OT 332. OLD TESTAMENT PROPHECY.**

A study of selected Old Testament prophecies concerning last things. Prophecies concerning the Messiah, the kingdom of God, the future of Israel, and the new heaven and earth are examined from historical and exegetical viewpoints, especially in regard to fulfillment. Prerequisite: BI 212. Two semester hours credit.

**OT 441-471. OLD TESTAMENT BOOK STUDIES.**

Exegetical and analytical studies of specific Old Testament books. Attention will be given to each book’s background, literary structure, present-day relevance, and to exercising the student’s hermeneutical skills. Prerequisites: BI 212 strongly advised. Two semester hours credit.

**PASTORAL MINISTRY**

**PM 200. MINISTERIAL ETHICS.**

A study of the biblical image of the minister and the personal ethical issues confronting the contemporary minister. The student will be equipped with a biblically based ministerial ethic that will serve as a foundation for competent ministry in a contemporary setting. The student will develop a personal ethic as a minister as well as developing an ethic that informs his ministry perspectives. Two semester hours credit.

**PM 204. MARRIED PARTNERS IN CHURCH MINISTRY.**

A study of ministers’ spouses as church leaders and role models. Practical concerns such as church expectations, time management, role responsibilities and rewards are considered. One semester hour credit.

**PM 210. INTRODUCTION TO PASTORAL MINISTRY.**

A study of the pastor’s call and role. Focus is made upon the biblical basis of the pastor’s call and the biblical description of his work. Attention is given also to pastoral ethics, parliamentary procedure, and supervision of staff and volunteers. Two semester hours credit.
PM 211. PASTORAL LEADERSHIP.  
A study of leadership principles and practices for pastoral ministry. Focus is made upon the basic principles of pastoral leadership and practices in worship leadership, including the administration of The Lord’s Supper and baptism, as well as officiating at weddings and funerals. Attention is given also to pastoral care and church business management. Two semester hours credit.

PM 212. CHRISTIAN MONEY MANAGEMENT.  
Personal money management for the ministering family. Biblical principles for earning, giving, spending, saving, and investing are presented. There will be special emphasis on giving, personal credit, debt, insurance, taxes, and retirement. One semester hour credit.

PM 300. SPECIAL STUDY IN MINISTRY.  
A course designed as a special study of a subject not in the regular curriculum of the college but within the usual disciplines of the curriculum. The methodology can include either a classroom experience or independent study. Prerequisites and number of credit hours will vary according to the nature of each course.

PM 330. CORRECTIONAL CHAPLAINCY.  
A theoretical and experiential introduction to the field of correctional chaplaincy. Consideration will be given to the important elements of a theology of correctional ministry including the theological, sociological, and ministerial perspectives on the pastoral needs of the inmate offender. Emphasis will be given to exploring critical topics in correctional chaplaincy including its historical roots, prison culture, inmate manipulation, ethics of punishment, restorative justice, and alternatives in correctional programs. This course will meet and exceed the requirements for volunteers with the Florida Department of Corrections. Two semester hours credit.

PM 335. TEACHING THE BIBLE TO THE INCARCERATED.  
A course designed for the development of Bible teachers among non-certified correctional staff or volunteers by assisting them in preparing and conducting effective Bible studies resulting in the strengthening of the church behind the walls. Two semester hours credit.

PM 420. PASTORAL MINISTRY INTERNSHIP.  
A one semester or summer internship directed by the college providing on-site pastoral ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate pastoral ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical pastoral ministry experience through supervised local church ministry. Prerequisites: Junior standing, PM 210, PM 211, PR 220, and PR 230. Three semester hours.

PM 421. PASTORAL MINISTRY INTERNSHIP.  
A one semester or summer internship directed by the college providing on-site pastoral ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate pastoral ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical pastoral ministry experience through supervised local church ministry. Prerequisites: Junior standing, PM 210, PM 211, PR 220, and PR 230. Six semester hours.
narrative literature and the development of biographical sermons. Prerequisites: COM 200, BI 212, PR 220, and PR 230. Two semester hours credit.

PR 323. PREACHING FROM POETIC-WISDOM LITERATURE.
A study of preaching approaches to the poetic and wisdom portions of the Bible. The course focuses upon the development of sermons that reflect the nuances of poetic and wisdom literature. Attention is given to the interpretative task as well as the homiletical approach to the genres. Prerequisites: COM 200, BI 212, PR 220, and PR 230. Two semester hours credit.

PR 324. PREACHING FROM THE PROPHETS.
A study of preaching approaches to the Old Testament books of prophecy. The course focuses upon the accurate interpretation and application of prophetic literature. Attention is given to the development of sermons from selected passages containing prophetic material. Prerequisites: COM 200, BI 212, PR 220, and PR 230. Two semester hours credit.

PR 399. ADVANCED HOMILETICAL THEORY AND PRACTICE.
A study of advanced homiletical theory and practice. The course focuses upon the study of various aspects of advanced homiletical theory and practice in a national preaching conference setting. Students participate in conference plenary and break-out sessions led by prominent homileticians and practitioners. The course has limited participation, beginning with graduating seniors. Two semester hours credit.

PR 401. WORSHIP.
An introduction to the theology and practice of worship. The course is designed to help the church leader understand, plan, and lead in programs of worship. Prerequisite: Junior standing. Two semester hours credit.

PR 420. PREACHING INTERNSHIP.
A one semester or summer internship directed by the college providing on-site preaching ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate preaching ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical preaching experience through supervised local church ministry. Prerequisites: Junior standing, PR 220, PR 230, PR 320, PM 210, and PM 211. Three semester hours credit.

PR 421. PREACHING INTERNSHIP.
A one semester or summer internship directed by the college providing on-site preaching ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate preaching ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical preaching experience through supervised local church ministry. Prerequisites: Junior standing, PR 220, PR 230, PR 320, PM 210, and PM 211. Six semester hours credit.

PSY 201. THE CHRISTIAN COUNSELING COMMUNITY MISSION PROGRAM.
A community-mission service requirement. Within a single semester, the student will serve a minimum of twelve clock hours in an appropriate, self-elected, community service project. The project must be external to employ-

ment and regular church involvement and must involve ministry to persons. Public school tutoring or mentoring, crises-response counselor, birth center volunteer, and prison volunteer are among appropriate choices. The college has a ministry in the Graceville schools, the Friends Program, that provides easy access to meet this requirement. The student must see the Program leader of the major previous to registration for the course. Prerequisite: permission of the Christian counseling Program Director. No semester hours credit.

PSY 300. GENERAL PSYCHOLOGY.
A basic study of human behavior, personality, and personal adjustment. This course includes a study of perception, learning, and motivation. Three semester hours credit.

PSY 302. PSYCHOLOGY OF PARENTING.
A study of the principles and techniques of Christian parenting. Topics include methods of discipline and control, building a healthy view of self, preparation for life decisions, and home discipleship. Prerequisite: Sophomore standing. Two semester hours credit.

PSY 303. PREMARITAL AND MARITAL COUNSELING.
The place of Christian psychology in courtship, mate selection, and marriage and family counseling. Personality adjustments in marriage are also stressed. Prerequisite: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 307. DEVELOPMENTAL PSYCHOLOGY.
A study of the development of an individual from conception through adulthood. Developmental task characteristics and basic needs of each age are studied. Prerequisite: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 309. ADOLESCENT DEVELOPMENT.
A study of the physiological, moral, cognitive, and sociocultural factors in adolescent growth and development. Applications to youth ministry are also emphasized. Prerequisites: PSY 201 and Sophomore standing. Three semester hours credit.

PSY 310. THE PSYCHOLOGY OF LEARNING AND TEACHING.
The course will include an overview of the major current and historical theories of learning with an emphasis on psycho-social development, educational design, and tests and measurements. Attention will be given to the application of these theories in classroom instruction. Prerequisites: PSY 201 and sophomore standing; completion of PSY 307 is strongly recommended. Three semester hours credit.

PSY 311. TOPICS IN THERAPEUTIC METHOD AND TECHNIQUE.
A study of contemporary methods and techniques in therapy utilizing the presenters and programs of the World Convention of the American Association of Christian Counselors. Networking with the professional world and becoming aware of its literature will also be emphasized. Two semester hours credit.

PSY 320. COUNSELING YOUTH AND THEIR PARENTS.
A study of abnormal adolescent behavior and the processes needed to aid in recovery. Receiving focus will be current youth issues such as substance abuse, gang behavior, and youth suicide. In addition, utilization of the
parents and family in youth treatment will receive attention. Prerequisites: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 330. MARRIAGE AND FAMILY-LIFE EDUCATION.
A study of the processes, materials, and programs available for a thorough marriage and family discipleship program. Evangelism through families and family ministries, family and marital stage programming, and creative formulation of enrichment events will receive emphasis. Prerequisite: Completion of CE 202 suggested. Two semester hours credit.

PSY 340. THEORIES OF COUNSELING.
A study of traditional and contemporary paradigms of psychotherapy for individuals, marriages and families. Bible-centered therapy, grief therapies, systems therapies, cognitive therapies, and communication therapies are included. A Christocentric evaluation of all therapies is emphasized. Prerequisites: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 370. MENTAL DISORDERS AND THEIR TREATMENTS.
Introductory studies in human mental-emotional symptoms and their treatments. The taxonomy of disorders as proposed by the Diagnostic and Statistical Manual of Mental Disorders is emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

PSY 380. TESTS AND MEASUREMENT.
An introductory study of the design and clinical application of psychometric measures. A focus on initial skills in administration, scoring, and analysis of major psychological tests is included. Prerequisite: Junior standing; successful completion of STA 300 is strongly suggested. Three semester hours credit.

PSY 390. INTRODUCTION TO PSYCHOTHERAPY.
An introductory study of the processes and skills of individual and group counseling. Biblical disciplines and an eclectic approach to theory and technique are emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

PSY 400. EXPERIMENTAL PSYCHOLOGY.
A study of the philosophy, types, methods, and skills of psychological research. The experimental method and article analysis is emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

PSY 402. THE ART OF COUNSELING.
A study of the principles and techniques of counseling with special attention given to person-centered counseling. Practical work and reading comprise the course. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

PSY 403. PASTORAL COUNSELING.
An introductory study of the concepts, processes and skills of ministerial therapy. Biblical foundations and the use of the gifts of the church are emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

PSY 430. CASE MANAGEMENT.
An introductory study of the management of psychotherapeutic client care including the intake process, diagnostic strategies, case formulation, and treatment selection. Criteria from the Diagnostic and Statistical Manual for Mental Disorders and the use of data management systems are emphasized. Prerequisites: PSY 370, PSY 380, and Senior standing. Three semester hours credit.

PSY 440. COUNSELING PRACTICUM.
An introductory client-contact seminar and practicum. The principles of client interaction, counselor development, case presentation, and peer case review are included in the seminar. The practicum will involve individual and group encounters and will require the student to individually schedule additional hours per week at an off-campus site. Prerequisite: Senior standing. Four semester hours credit.

PSY 490. SENIOR RESEARCH PROJECT.
An intensive study of the principles and process of psychological research. This course assists the student to develop, write, and present a major scholarly research document. Prerequisite: Senior standing. Three semester hours credit.

SCIENCE

SCI 201. INTRODUCTION TO BIOLOGICAL SCIENCE.
A study of the concepts and methods of investigating human biological and physiological phenomena. Special emphasis is placed on the importance of the role played by genetics, theories of human development, and change. Three semester hours credit.

SCI 202. INTRODUCTION TO EARTH SCIENCE.
An elementary study of geology, physical geography, and meteorology. Demonstration and practical applications are emphasized. Three semester hours credit.

SCI 203. PHYSICAL SCIENCE.
A study of matter, energy, mechanics, heat, sound, light, magnetism, and electricity. Three semester hours credit.

SIGN LANGUAGE

SL 101. ELEMENTARY SIGN LANGUAGE.
A basic course designed to teach basic signs, introductory finger spelling, and aspects of the culture of the deaf. Both expressive and receptive skills are taught. One semester hour credit.

SL 102. INTERMEDIATE SIGN LANGUAGE.
A course designed to develop vocabulary and to teach the technicalities of signing. The study strengthens overall communication skills with the deaf. Prerequisite: SL 101. One semester hour credit.

SOCIOLOGY

SOC 201. INTRODUCTION TO SOCIOLOGY.
An analysis of the origin, development, function, and interaction of social groups and institutions. Three semester hours credit.

SOC 205. LITERACY WORKSHOP.
A study designed to train individuals to teach non-readers to read. Materials and format are those used by the North American Mission Board in its literacy work. The North American Mission Board presents a Literacy Missions Award to those attending all sessions of the workshop. One semester hour credit.

SOC 206. TESL WORKSHOP.
A study designed to train individuals to Teach English as a Second Language (TESL). The materials and format are those used by the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board in its literacy work.
SPANISH

SPN 151. CONVERSATIONAL SPANISH.
A study of the essentials of Spanish with emphasis on oral expression. Open to students who enter college without any high school Spanish. Three semester hours credit.

SPN 152. ELEMENTARY SPANISH.
A continuation of SPN 151 with emphasis on both oral and written expression. Prerequisite: SPN 151 or permission of the instructor. Three semester hours credit.

SPIRITUAL FORMATION

SF 101. FUNDAMENTALS OF SPIRITUAL FORMATION.
A study of the fundamentals, principles, disciplines, literature, and practice of spiritual growth. Emphasis is given to the understanding and practice of spiritual disciplines that are conducive to spiritual growth and to the development of a devotional life which will serve as the foundation for effective and lifelong Christian ministry. Two semester hours credit.

SF 307. EXPERIENCING GOD: KNOWING AND DOING THE WILL OF GOD.
An intensive study of spiritual growth and discipleship. Students will be encouraged to develop a devotional life that leads to spiritual formation, growth, and lifelong ministry. Prerequisite: Sophomore standing. Two semester hours credit.

STATISTICS

STA 300. STATISTICS.
A course designed to provide the computational and theoretical math skills necessary in basic statistics. Topics include probability and its calculation as it applies to sample distributions, algebraic and function principles and skills as used in basic parametric techniques and measures of relationships, and tools for organizing and processing data. A scientific calculator is required. Co-requisite: STA 301. Prerequisites: MA 230 and IT 202 or equivalent or permission of the instructor. Three semester hours credit.

STA 301. STATISTICS LABORATORY.
A course designed to provide students with an opportunity to solve statistical problems on computers using Microsoft Excel. Prerequisites: MA 230, IT 202 and taken simultaneously with STA 300. One semester hour credit.

STUDENT MINISTRY

STM 310. BASIC MINISTRY TO STUDENTS.
A study of understanding ministry to today's teenagers. Included are the characteristics, interests, and needs of students as well as the methods and techniques of how to meet those needs. Philosophies of ministry, programming alternatives, and methods of program delivery are also studied. Prerequisite: Sophomore standing. Three semester hours credit.

STM 313. STUDENT MINISTER AS A LEADER.
A study of the student minister as a leader. The course focuses on the development of a biblical philosophy of student ministry leadership and student ministry toward teenagers, their parents, and volunteers. Various approaches to a biblical philosophy of student ministry leadership will be studied. The importance of the development, presentation, and implementation of vision is also emphasized. Three semester hours credit.

STM 320. EVANGELISM AND DISCIPLESHIP IN TODAY'S STUDENT CULTURE.
A study of effective methods and principles associated with evangelizing and discipling today's teenagers. This course will explore the effects postmodern culture has upon the beliefs of today's teenagers and how to minister efficiently to them. Topics to be discussed in class will include religious beliefs of today's teenagers, value systems, sexual patterns, and cultural issues. Prerequisite: Sophomore standing. Three semester hours credit.

STM 420. STUDENT MINISTRY INTERNSHIP.
An internship directed by the college providing on-site student ministry experience. The student is required to submit to the Christian Education program director for approval an appropriate student ministry work assignment. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating student ministry agency. The emphasis of this internship will be practical experience through supervised, on-site student ministry work. Prerequisite: Junior standing. The student will meet with the LA/CE program coordinator for the purpose of evaluating and readiness of the student to engage in field study through the internship. An appropriate number of courses must have been completed by the student prior to approval for internship. Students will not be allowed to do their internship in positions where they are currently employed unless approved by the program coordinator. Three semester hours credit.

SUPERVISED MINISTRIES

SM 101,102. SUPERVISED MINISTRIES: IN-SERVICE GUIDANCE.
Professional growth experiences under supervised conditions. Students take part in actual church or related leadership experiences under competent supervisors who assist the students in assessing and improving service, self-awareness, leadership style, and competency in ministry. Each student spends a minimum of one hour each week in a classroom experience with the instructor. Must be repeated in the immediately subsequent fall or spring semester only. One semester hour credit.


SM 205.

SUPERVISED MINISTRY: CHURCH STARTING INTERNSHIP.
An internship directed by the college, providing on-site experience in starting new churches in cooperation with the North American Mission Board, Florida Baptist Convention, and field personnel. The internship is an on-going experience extending leadership to the new church after it has begun. Admission is by invitation. Prerequisite: MI 311. One semester hour credit.

SM 401.

SUPERVISED MINISTRY: PRISON CHAPLAINCY INTERNSHIP.
An internship approved by the college, providing on-site experience for students working as prison chaplains under the supervision of professional chaplains. Ten weeks, normally during the summer. Prerequisite: Junior standing. Six semester hours credit.
THEOLOGY

TH 300. SPECIAL STUDY IN THEOLOGY.
A course designed as a special study of a subject not in the regular curriculum of the college but within the usual disciplines of the curriculum. The methodology can include either a classroom experience or independent study. Prerequisites and number of credit hours will vary according to the nature of each course.

TH 301. CHRISTIAN DOCTRINE I.
A study of Christian doctrine from a biblical, historical, and systematic perspective. After a brief overview of historical theology, the course deals with the doctrines of revelation, God, anthropology and sin. Prerequisite: Sophomore standing. Three semester hours credit.

TH 302. CHRISTIAN DOCTRINE II.
A continuation of TH 301. The course deals with the doctrines of the person and work of Christ, the Holy Spirit, salvation, the church, and end-times. Prerequisite: Sophomore standing. Three semester hours credit.

TH 305. THE DOCTRINE OF THE CROSS.
An analysis of the New Testament doctrine of the atonement. The study emphasizes both the unity and variety of the images describing this crucial doctrine of the Christian faith. Prerequisite: Sophomore standing. Two semester hours credit.

TH 307. THE DOCTRINE OF THE HOLY SPIRIT.
A survey of the biblical teachings of the Holy Spirit. Special attention is given to the theological significance of glossolalia. Prerequisite: Sophomore standing. Two semester hours credit.

TH 308. CONTEMPORARY EVANGELICAL THEOLOGY.
Looks at the roots of fundamentalism, neo-orthodoxy, theology of hope, and the three main expressions of liberation theology. An attempt is made to assess the impact the resulting controversies have had on current denominational structures. Prerequisite: Sophomore standing. Two semester hours credit.

TH 309. DOCTRINE OF THE END TIMES.
A study of the events of the last days. Attention is focused on views of the resurrection of the body, the intermediate state, heaven and hell, and the millennial issues. Prerequisite: Sophomore standing. Two semester hours credit.

TH 310. THE THOUGHT OF C. S. LEWIS.
A study of the theological and philosophical thought of C. S. Lewis. The course will assess the role of C.S. Lewis in constructing a viable and consistent approach to apologetics. Prerequisite: Sophomore standing. Two semester hours credit.

TH 312. HISTORY AND THEOLOGY OF THE REFORMATION.
A study of the historical background and theological distinctives of the sixteenth century reformed movement. The course focuses on the contributions of the magisterial and radical reformers as well as their immediate successors. The course emphasizes the study and analysis of selected primary sources. Prerequisite: Sophomore standing. Two semester hours credit.

TH 313. HISTORICAL THEOLOGY.
A survey of the history of Christian doctrine. The course highlights key thinkers and movements in the patristic, medieval, Reformation and modern eras. Prerequisite: Sophomore standing. Three semester hours credit.

TH 401. THE DOCTRINE OF GOD.
A study of the Trinitarian God. The class focuses on the attributes of God, God's relation to creation, and contemporary issues. Prerequisite: Junior standing. Two semester hours credit.

TH 403. APOLOGETICS.
The course covers such topics as the existence of God, the problem of evil, confirmation of Scripture, the deity/resurrection of Jesus, and a critique of Darwinism. Occasionally, this course will be incorporated into an off-campus conference; in that case, an extra fee will be assessed to cover conference costs, travel, lodging, and meals. Prerequisite: Junior standing. Two semester hours credit.

TH 404. HISTORY OF SOUTHERN BAPTIST THEOLOGY.
The story of the rise and development of the main features of Southern Baptist theology. Using the Charleston Confession of Faith as a reference point, doctrinal emphases are studied as they are reflected in the various Southern Baptist confessions of faith, as well as the thought of significant Southern Baptist theologians. The study culminates in an analysis of contemporary issues. Prerequisite: Junior standing. Two semester hours credit.

WOMEN'S STUDIES

WS 201. PERSPECTIVES ON WOMEN'S STUDIES AND MINISTRY.
A study of various perspectives on the role of women in an attempt to establish a foundation for women's studies and women's ministry. The course will include a study of women in the Scriptures, a survey of theological perspectives and issues about women, and a review of the role and contributions of women in Christian history, the church, and society. Two semester hours credit.

WS 301. MINISTRY SKILLS FOR WOMEN.
A study of basic ministry skills that are unique to women. The course explores such ministry skills as personal development, personal evangelism, discipling/mentoring, church staff relations, and crisis ministry. Prerequisites: WS 201 and Sophomore standing. Two semester hours credit.

WS 302. DEVELOPING AND LEADING A WOMEN'S MINISTRY IN A LOCAL CHURCH.
A study of developing and leading a women's ministry in a local church setting. Students will explore such topics as developing the vision for women's ministry, organization of a ministry to women, acquiring, mentoring, and equipping leaders for such ministry, ongoing administration, and the planning of special events. Prerequisites: WS 201 and Sophomore standing. Two semester hours credit.

WS 303. THEOLOGICAL PUBLIC SPEECH FOR WOMEN.
A study of the development and delivery of public addresses of a theological nature. The course will cover the issues of biblical exegesis and interpretation as well as the topics of the preparation and oral communication of theological speeches. The course will include an in-class practicum. Prerequisites: WS 201 and Sophomore standing. Two semester hours credit.

WS 304. BIBLICAL LEADERSHIP IN WOMEN'S MINISTRY.
A study of biblical leadership as a standard for leading a Women's Ministry in the local church. The course explores leadership skills of biblical leaders (including female leaders): their styles, personalities, weaknesses and strengths, what led them to positions in leadership and their contributions to the Kingdom through leadership. As each biblical leader is studied, attention is given to the roles of women in Christian history, the church, and society. Two semester hours credit.
Organization

BOARD OF TRUSTEES

The college is administered by a twenty-five member board of trustees elected by the Florida Baptist State Convention for terms of three years with rotating terms assuring continuity of service. The trustees convene three times each year: in the spring, prior to, and following the meeting of the Florida Baptist State Convention. The actual operation of the school is in the hands of the president who manages its affairs within the framework of the policies established by the trustees.

OFFICERS OF THE BOARD

Chairman: Dr. Tracy Clemmons .................................................. Marianna, Florida
Vice Chairman: Dr. Wayne Bryant ............................................. Sarasota, Florida
Recording Secretary: Mr. Luther Beauchamp ......................... Chiefland, Florida

EX-OFFICIO MEMBERS

Dr. John P. Sullivan ............................................................... Florida Baptist Convention President
Dr. Thomas A. Kinchen ......................................................... Baptist College of Florida President
Dr. David Uth ................................................................. Florida Baptist State Convention President

TERMS EXPIRING IN 2011

Rev. Doyle Bell ................................................................. Tallahassee, Florida
Dr. Craig Connor .............................................................. Panama City, Florida
Mrs. Elizabeth Davis ...................................................... Perry, Florida
Mr. Charles Grimsley ..................................................... Zolfo Springs, Florida
Dr. Mike Landry ................................................................. Sarasota, Florida
Mr. R.C. Mills ................................................................. Jacksonville, Florida
Dr. Don Minshew .............................................................. Wellborn, Florida
Mr. Dale Rice ................................................................. Crestview, Florida

TERMS EXPIRING IN 2012

Mr. Luther Beauchamp ....................................................... Chiefland, Florida
Dr. Tracy Clemmons ......................................................... Marianna, Florida
Dr. Gary Johnson ............................................................. Miami, Florida
Rev. Don McLaughlin ....................................................... Tallahassee, Florida
Mr. Doug Nellums ............................................................ Cantonment, Florida
Dr. Richard Reichert ......................................................... Lake City, Florida
Mr. Larry Taylor .............................................................. Leesburg, Florida
Mrs. Ginny Whitten .......................................................... Odessa, Florida

TERMS EXPIRING IN 2013

Dr. Wayne Bryant ............................................................... Sarasota, Florida
Rev. Kenric Conway .......................................................... Panama City, Florida
Mr. Dozier Johnson .......................................................... Tallahassee, Florida
Rev. Jimmy Legg ............................................................... Mayo, Florida
Mr. Doug Medlin ............................................................ Gainesville, Florida
Rev. Ron Moore ............................................................... St. Augustine, Florida
Dr. Jerry Oswalt .............................................................. Graceville, Florida
Dr. Susan Wegmann ......................................................... Okeechobee, Florida

ADMINISTRATIVE OFFICERS AND STAFF

PRESIDENT

Thomas A. Kinchen .......................................................... President
Georgia Southern College, B.A.; University of Georgia, M.Ed.; New Orleans Baptist Theological Seminary, M.Div., Ph.D.

ADMINISTRATIVE OFFICERS

R. C. Hammack .................................................. Senior Vice President
Louisiana College, B.A.; Northwestern State University, M.A.; Florida State University, M.A.; Tulane University, Ph.D.

Charles R. Parker .................................................. Vice President for Development
Mercer University, B.A.; New Orleans Theological Seminary, M.Div.; Troy University, M.S.; Thomas University, M.B.A.

ADMINISTRATIVE STAFF

David Coggins .................................................. Director of Distance Learning
The Baptist College of Florida, Th.B.; New Orleans Baptist Theological Seminary, M.Div.; Southern Baptist Theological Seminary, Ed.D.

Polly K. Floyd .................................................. Business Office Manager
William H. Floyd .................................................. Development
Valdosta State University, B.A.; New Orleans Baptist Theological Seminary, M.C.M.; Andersonville Baptist Seminary, Th.D.

Christopher B. King .................................................. Comptroller
Troy University, B.S., M.B.A.

Stephanie W. Orr .................................................. Registrar
Angela W. Rathel .................................................. Director of Financial Aid
Okeechobee-Walton Community College, A.A.

Roger Richards .................................................. Dean of Students
Samford University, B.A.; New Orleans Baptist Theological Seminary, M.R.E., M.Div.; Reformed Theological Seminary, D.Min.; Florida State University, Ph.D.

Sandra K. Richards .................................................. Director of Marketing
Wayland Baptist University, B.S.; Troy University, M.S.; Michigan State University, M.S.

John E. Shaffett .................................................. Director of Library Services
Southeastern Louisiana University, B.A., M.A., M.L.S.

FACULTY

Marvin J. Albin (2010) .................................................. Chair of Business Division
Professor of Business
Mississippi State University, B.S., M.B.A.; University of Houston, Ph.D.

Ronald W. Branning (2001) .................................................. Associate Professor of Music
Troy University, B.M. Ed., M.M. Ed.

Cathy Bugg (2001) .................................................. Instructor of Information Technology
Troy University, B.S.; University of Maryland College, M.S.

J. Michael Burns (1979) .................................. Professor of Psychology and Counseling
University of Houston, B.S.; Southwestern Baptist Theological Seminary, M.R.E., Ph.D.

David Coggins (2002) .................................................. Assistant Professor of Leadership and Christian Education
The Baptist College of Florida, Th.B.; New Orleans Baptist Theological Seminary, M.Div.; Southern Baptist Theological Seminary, Ed.D.

Buford E. Cox (1992) .................................................. Associate Professor of Piano
Shorter College, B.M.; Southern Baptist Theological Seminary, M.C.M.; Auburn University, Ph.D.

Geraldine DeFelis (2009) ........................................ Director of Writing Center
Chipola Junior College, A.A.; University of West Florida, B.A.; Troy State University, M.S.

Richard Elligson (2007) .................................................. Assistant Professor of Missions
Towson State University, B.S.; Mid-America Baptist Theological Seminary, M.Div., Ph.D.

Jonathan Erp (2007) .................................................. Instructor of Guitar
University of Southern Mississippi, B.M., M.M.

Christopher Fouche (2009) .................................. Christian Studies (Orlando)
Florida State University, B.S.; Gordon-Conwell Theological Seminary, M.Div.

Travis R. Freeman (1998) .................................. Associate Professor of Old Testament
Quachita Baptist University, B.A.; Southwestern Baptist Theological Seminary, M.Div., Ph.D.

Angela E. Glover (1989) .................................. Associate Professor of Piano
Peabody Conservatory of Johns Hopkins University, B.M.; Florida State University, M.M., D.M.
R.C. Hammack (1978) ................................. Senior Vice President and
Professor of History
Louisiana College, B.A.; Florida State University, M.A.; Northwestern
State University, M.A.; Tulane University, Ph.D.

Robin Jumper (1995) ................................. Dean of Faculty;
Professor of Evangelism and Missions;
Chair of the Theology Division
Mississippi College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Ph.D.

Donna Kincaid (2008) ................................. Chair of Teacher
Education Division; Professor of Elementary Education
Southern IL University, B.S.; Texas A&M University, M.S.; Texas A&M
University, Ed.D.

Thomas A. Kinchen (1990) .................. President and Professor of Leadership
Georgia Southern College, B.A.; University of Georgia, M.Ed.; New
Orleans Baptist Theological Seminary, M.Div., Ph.D.

Mark T. Long (2002) ................................. Assistant Professor of New Testament
and Greek
Mississippi College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Ph.D.

James O. Newell (2005) ......................... Associate Professor of Old Testament
and Hebrew
William Carey College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Th.D.

Cecilia L. Raley (2003) ......................... Assistant Professor of Christian Counseling
University of Montevallo, B.S.; Troy University, M.S.

Mark A. Rathel (1998) ............................... Associate Professor of
Theology and Philosophy
William Carey College, B.A.; Biola University, M.A.; New
Orleans Baptist Theological Seminary, M.Div., Ph.D.

Roger Richards (2007) ............................... Chair of General Education Division;
Assistant Professor of History and Christian Studies
Samford University, B.A.; New Orleans Baptist Theological
Seminary, M.R.E., M.Div.; Reformed Theological Seminary, D.Min.;
Florida State University, Ph.D.

Jeffrey Reiter (2010) ............................... Assistant Professor of English
Nyack College, B.A.; Gordon-Conwell Theological Seminary, M.A.;
Baylor University, Ph.D.

Edwin E. Scott (2006) ............................... Associate Professor of Christian Studies;
Chair of Graduate Division
Baptist Bible College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Th.D.

Phillip Shutt (2010) ................................. Assistant Professor of Mathematics
The Baptist College of Florida, B.A.; New Orleans Baptist Theological
Seminary, M.Div.; Troy University, M.S.

**ADJUNCT FACULTY**

Christopher Aiken .............................. Biblical Studies (Pensacola)
North Greenville University, B.A.; Mid-America Baptist Theological
Seminary, M.Div.

Marcus Allen ................................. Ministry Studies (Director of Jacksonville Site)
University of North Florida, B.A.; Southeastern Baptist Theological
Seminary, M.Div.

Taylor Barbaree .................................... Business
Faulkner University, B.S., M.S.

Delane Borland ..................................... Elementary Education
Troy State University, B.S., M.Ed.

Karen Bouton ..................................... Music Education
University of Alabama, B.M.; Troy University, M.S. Ed.

Gregory Brooks ..................................... Ministry Studies (Orlando)
John B. Stetson University, B.A.; The Southern Baptist Theological
Seminary, M.Div.; The Southern Baptist Theological Seminary, Th.M.;
The Southern Baptist Theological Seminary, Ph.D.

Larry Bruce ........................................ Biblical Studies
Western Carolina University, B.A.; Southwestern Baptist Theological
Seminary, M.Div., Ph.D.

Ron Burks ........................................ Biblical Studies (Orlando)
Ouachita Baptist University, B.A.; Southwestern Baptist Theological
Seminary, M.Div., D.Min.

Peter Chamberlain .............................. Business (Online)
Western Michigan University, B.A.; Rollins College, M.B.A.; Walden
University, Ph.D.

Robert Chambless, Jr. .............................. Science
Enterprise State Junior College, A.S.; Auburn University, B.S.; Troy
State University, M.S.

James Collins ..................................... Ministry Studies (Orlando)
Union University, B.A.; Southwestern Baptist Theological Seminary,
M.Div.

Mark Creech ...................................... Ministry Studies (Orlando)
University of Central Florida, B.S.; Southwestern Baptist Theological
Seminary, M.Div.; New Orleans Baptist Theological Seminary, D.Min.

Larry Dick ........................................ Biblical Studies (Pensacola)
Trinity Evangelical Divinity School, M.Div.

Aaron Dickinson ................................. Student Ministry
East Texas Baptist University, B.M.; New Orleans Baptist Theological
Seminary, M.Div.

John DuBois ..................................... Christian Education (Director of Pensacola Site)
University of South Florida, B.S.; Southwestern Baptist Theological
Seminary, M.A.

Jason Dukes ........................................ Biblical Studies (Orlando)
Union University, B.A.; New Orleans Baptist Theological Seminary,
M.A.; Liberty Baptist Theological Seminary, M.Div.

Christopher Eppling ............................. Philosophy (Jacksonville)
Carson-Newman College, B.A.; Southeastern Baptist Theological
Seminary, M.Div., M.Th.

Eric R. Erskine ................................. Pastoral Ministries
Trinity College of Florida, B.A.; Dallas Theological Seminary, Th.M.;
Southern Baptist Theological Seminary, Ed.D.

Gary Fangmann ................................. Leadership/Christian Education/
Pastoral Ministry (Online)
Southwest Baptist University, B.A.; Southwestern Baptist Theological
Seminary, M.A.R.E.; Southern Baptist Theological Seminary, Ed.D.

Linda Gail Floyd ................................. Teacher Education
Valdosta State University, B.S., M. Ed., Ed. S.

Kristy Ford ........................................ Teacher Education
Bryan College, B.A.; Georgia State University, M.S.

Jeremy Gault ................................. Ministry Studies (Pensacola)
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Suzanne Gilbert ................................. Psychology/Counseling
The Baptist College of Florida, B.Min.; Troy University-Dothan, M.S.

Caron B. Harris ................................. Elementary Education
Troy University, B.S., M.S.

Katherine Julius ................................. English (Online)
University of Pittsburgh, B.A.; M.A.T.

William “Manny” Keyser ........................ Biblical Studies (Jacksonville)
Florida State University, B.S., M.S.W.; New Orleans Baptist
Theological Seminary, M.Div.

Charles Kleiser ................................. Pastoral Ministries
Liberty University, B.S.; Reformed Theological Seminary, M.Div.

Alex Kinchen ................................. Preaching/Church History (Online)
Georgetown College, B.A., Southeastern Baptist Theological
Seminary, M.Div., Ph.D.

Christopher King ................................. Business
Chipola College, A.A.; Troy University, B.S.; Troy University M.B.A.

Lorie Lee ........................................ Leadership (Online)
Mississippi College, B.S.; New Orleans Baptist Theological Seminary,
M.Div.; Southern Baptist Theological Seminary, Ed.D. Candidate

Bruce Mayhew ................................. Ministry Studies (Orlando)
University of Georgia, B.S.; Southwestern Baptist Theological
Seminary, M.Div.
John McInnis, Jr ..................................................Christian Education
William Carey University, B.S.; Southwestern Baptist Theological Seminary, M.R.E., New Orleans Baptist Theological Seminary, D.Ed.Min.

Luke McKinney ..................................................Philosophy (Orlando)
Samford University, B.A.; Biola University, M.A.

Carlos Mendez ..................................................Ministry Studies-Spanish (Orlando)
The Baptist College of Florida, B.S.; New Orleans Baptist Theological Seminary, M.A.C.E.

Beth Minchin ......................................................History
Polk Community College, A.A.; University of Florida, B.A.; Troy State University, M.S.

Eric Miracle .....................................................Christian Education (Pensacola)
Lexington Baptist College, B.A.; Southern Baptist Theological Seminary, M.A.C.E.

Kimberle Moon ..................................................Music
Ohio University, B.M., M.M.; Ohio State University, D.M.A.

H. Mark Nicholson .............................................Biblical Studies (Jacksonville)
Samford University, B.A.; New Orleans Baptist Theological Seminary, M.Div., D.Min.

Charles Parker ..................................................Business
Mercer University, B.A.; Troy State University, M.S.; New Orleans Baptist Theological Seminary, M.Div.; Thomas University, M.B.A.

David Parks .....................................................Christian Education/Leadership (Online)
North Carolina State University, B.A.; Southeastern Baptist Theological Seminary, M.Div., Ed.D.

Juliette Patrick ..................................................Women's Studies (Online)

David Rathel .....................................................Philosophy (Online)
The Baptist College of Florida, B.A.; Southeastern Baptist Theological Seminary, M.Div.

Carl Rehberg ....................................................Biblical Studies (Online)
Polk Community College, A.A.; The Baptist College Of Florida, B.A.; Southwestern Baptist Theological Seminary, M.Div.

Chet Roden .....................................................Biblical Studies (Online)
Florida Baptist Theological College, B.A.; Southeastern Baptist Theological Seminary, M.Div.; Ph.D.

John E. Shaffett ..................................................History
Southeastern Louisiana University, B.A., M.A., M.L.S.

George Siler .....................................................Student Ministry (Online)
University of Memphis, B.S.; Southwestern Baptist Theological Seminary, M.R.E.; Southern Baptist Theological Seminary, Ed.D.

Matthew Simpson .............................................Biblical Studies (Orlando)
Community College of the Air Force, B.A.; Southern Baptist Theological Seminary, M.Div., Ph.D.

James Smyrl .....................................................Ministry Studies (Jacksonville)
Central Wesleyan College, B.S.; Southeastern Baptist Theological Seminary, M.Div.; Ph.D.

Nancy Spears .....................................................Women's Studies (Orlando)
Lamar University, B.S.; New Orleans Baptist Theological Seminary, M.Div.

John Thomas ....................................................Preaching (Online)
Florida Baptist Theological College, B.A.; New Orleans Baptist Theological Seminary, M.Div., Th.M., Ph.D.

Clinton Wagnon ..............................................Ministry Studies (Orlando)
Jacksonville State University, B.S.; New Orleans Baptist Theological Seminary, M.Div.

Carson Whitehead .........................................Biblical Studies (Jacksonville)
Mississippi College, B.A.; Southwestern Baptist Theological Seminary, M.Div.

Wesley Whitehead ............................................Mathematics (Online)
Auburn University, B.S.; Troy University, B.S.; M.S.

John R. Williams .............................................Biblical Studies (Jacksonville)
Jacksonville University, B.M.; Dallas Theological Seminary, M.Th.; Mid-America Baptist Theological Seminary, Ph.D.

David Wooten ..................................................Ministry Studies (Orlando)
Crichton College, B.S.; New Orleans Baptist Theological Seminary, M.Div.

Derrick Young ..................................................Christian Education (Jacksonville)
The Baptist College of Florida, B.A.; Liberty University, M.A.

EMERITI FACULTY

Joseph P. DuBose Jr .........................................President Emeritus
University of South Carolina, B.S.; The Southern Baptist Theological Seminary, M.Div., Th.D., D.Min.

Dorothy Wamble ..............................................Professor Emeritus
Stetson University, B.A.; New Orleans Baptist Theological Seminary, B.D., Th.D.; Florida State University, M.A., Ph.D.

W. Wiley Richards ...........................................Professor Emeritus
Samford University, B.A.; New Orleans Baptist Theological Seminary, B.D., Th.D.; Florida State University, M.A., Ph.D.

Jerry E. Oswalt ..............................................Vice President of Academic Affairs Emeritus
Mississippi State University, B.A.; New Orleans Baptist Theological Seminary, M.Div., Th.D.
**Glossary of Terms**

**Add/Change Period** - A one week period beginning the first day of classes and ending the last day of the first week of the semester, during which a student may add, change or drop courses without academic penalty.

**Academic Honors** - In recognition of academic achievement each fall and spring semester, BCF publishes two lists of those earning at least twelve semester hours. The Dean's List recognizes those who earn at least a 3.25 GPA, and the President's List recognizes those earning a 4.0 GPA.

**Accreditation** - Recognition by the Commission on Colleges of the Southern Association of Colleges and Schools that BCF meets the SACS standards of quality in education.

**Advanced Standing** - Status granted transfer students who enter BCF after having earned college credits elsewhere.

**Appeal** - The right of a student to ask that an official appeal review a decision adversely affecting that student.

**Associate Degree** - A program of 66 semester hours which supplies a basic foundation in Bible and other disciplines that lead to ministry.

**Baccalaureate Degree** - A program of 120 to 130 semester hours preparing graduates for ministry in evangelical churches or graduate studies.

**BCM** - Baptist Collegiate Ministries

**CLEP** - College Level Examination Program. A series of 30 subject area examinations administered by the College Entrance Examination Board designed to grant college credit to students who have acquired specialized knowledge through experience or reading.

**Code of Conduct** - A formal statement of the principles of personal conduct that governs the life of the BCF student body. Violation of this code may result in mandatory counseling, reprimand, probation, suspension, or expulsion. This code of conduct is found in the Student Handbook.

**Dismissal** - Expulsion of a student from the college for inappropriate personal conduct.

**DR** - Dropped. A grade received by a student who maintains enrollment in a semester, but chooses to drop a course during the seven-week drop period.

**Drop Period** - A seven-week period in the semester beginning the first day of the second week and extending to the end of the eighth week in which a student may drop a course without a failing grade.

**Freshman** - A student who has earned 0-27 semester hours of college credit.

**Full-time Student** - A student who enrolls in twelve or more semester hours per semester.

**GED** - A general education diploma indicating academic standing equivalent to high school graduation.

**GPA** - Grade Point Average. The grade average calculated by dividing the number of grade points earned by the number of semester hours attempted. A semester GPA is the average earned for a given semester. The GPA is the average the student has earned which includes hours accumulated at BCF, reported by the SBC Seminary Extension Division, CLEP hours, and grades transferred from other colleges. Grades expressed as P or S are counted as hours earned but are not used to calculate the GPA.

**Grade Points** - Values assigned to each grade level earned (i.e. A--4 grade points; B--3 grade points; C--2 grade points; D--1 grade point; F--0 grade points; WP; WF; DR--0 grade points).

**Junior** - Students who have earned 61-91 semester hours of college credit.

**Ministry Referral** - A service which shares resumes of interested students and graduates with churches, ministries and other organizations seeking to fill ministry positions.

**Music Jury** - A committee of music professors who administer music performance examinations to all students taking private lessons on campus.

**NASM** - National Association of Schools of Music.

**Official Withdrawal** - The process initiated in the Office of Registrar which officially terminates the student's relationship with the college for the semester. It removes the student from class rolls and activates the refund process if a refund is due.

**Probation/Suspension Process** - A process by which students struggling academically are aided in rebuilding their academic records. Failing rehabilitation, it provides for orderly removal on academic grounds.

**SACS** - Southern Association of Colleges and Schools. A regional accrediting agency.

**Sectional Tests** - Unit, chapter, or mid-term exams given in each course during a semester.

**Semester** - A fifteen-week period of study scheduled in the fall or spring of the BCF calendar.

**Semester Hour** - A unit of measurement used to calculate college credits earned toward graduation. A credit hour is the equivalent of credit earned in a course which meets one hour per week for a semester.

**Semester Examination** - A final examination in any course taken for college credit.

**Senior** - A student who has earned at least 92 semester hours of college credit.

**Session** - A series of classes offered during the month of January or in the summer.

**Sophomore** - A student who has earned 28-60 semester hours of college credit.

**Spouses Certificate** - A certificate of recognition issued to spouses of graduating students who earn a prescribed 25 semester hours of college credit.

**Transfer Credit** - Semester hours credit accepted from other colleges which are applicable to BCF degree programs.

**WF** - Withdrawn failing. A grade issued upon withdrawal from college which yields no quality points and is calculated in the GPA.

**WP** - Withdrawn passing. A grade issued upon withdrawal from college which yields no quality points but is not calculated in the GPA.